

[illegible]

STANDARD FORM NO. 64
Prescribed by GSA FPMR (41 CFR) 101-11.6
Do not write in these spaces or attach anything to this form.
When you receive this form, check the following:
1. Has the mailing label been properly attached?
2. Is the address legible and correct?
3. Is the date of mailing correct?
4. Is the form filled out correctly?
5. Is the form legible?
6. Is the form signed by the proper authority?
7. Is the form dated?
8. Is the form numbered?
9. Is the form filed in the proper place?
10. Is the form retained for the proper period?
11. Is the form disposed of properly?
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