**Transmittal Slip**

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| **Document /Item Reference No.** | **Title of Documents/Item** | **Quantity/ Unit** |
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| **Receiving Department/ Section/Organization/Company** | **Received By** | | |  |
| **PRINTED NAME** | **SIGNATURE** | **DATE** | **Control No.**  **(if certificate)** |
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Prepared by:

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TDTCO, Clerk