

U.S. DEPARTMENT OF ENERGY
HEADQUARTERS RECORDS HOLDING AREA
REQUEST FOR SERVICES --- DOCUMENT RECEIPT

↓
No.

This No. Must Be Referred
to in All Communications

REQUESTING OFFICE	REQUESTING INDIVIDUAL		RECORDS CENTER JOB NO.
MAIL STATION	FORWARDED (Date)	RETURNED (Date)	HIGHEST CLASSIFICATION
DESCRIPTION OF RECORDS			LOCATION

RECEIPT

I have personally received from the sender the records as identified above. I assume full responsibility for the safe handling, storage, transmittal, and return of these records in accordance with existing regulations.

SIGNATURE OF RECIPIENT	DATE RECEIVED
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COPY FOR RECIPIENT

FOLLOW-UP COPY

CHARGEOUT CARD

RETURN TO RECORDS HOLDING AREA