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| **Facilities Operations and Development**  Design and Construction  400 Enarson Classroom Building  2009 Millikin Road  Columbus, Ohio 43210  Ph: (614) 292-4458 Fax: (614) 292-2539 | | Date:  Project:  Subject: |
| TO: |  | |

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| **The following items are being sent:** | | |  | **Attached** |  | **Under separate cover via:** |
| **Copies** | **Date** | **Description** | | | | |
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| **These are transmitted as checked below:** | | | | | |
|  | For approval |  | Approved as submitted |  | Resubmit (#) copies for approval |
|  | For your use |  | Approved as noted |  | Submit (#) copies for distribution |
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|  | Other: | | | | |

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| Remarks: |

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