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**ABC Contractors Inc****CHANGE SKETCHES****No. 1**

55 Main Street  
Sometown. PA 99999

**Phone:** (555) 555-5555  
**Fax:** (555) 555-5554

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**TITLE:** Change Sketches

**DATE:** 07/08/2002

**PROJECT:** Sample Project #1

**JOB:**

**TO:** Attn: Jane Doe  
Architects R Us  
243 Terrace Way  
Sometown. US 55555-2345  
Phone:555-555-9874 Fax:555-555-6541

**STARTED:** 07/08/2002

**COMPLETED:** 07/08/2002

**REQUIRED:**

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**REMARKS:**

The sketches that Tom Jones requested have been posted on our web site. Please download them and begin the review for our meeting scheduled on July 26, 2002. If you have any questions, please contact me at (555) 555-1234 ext. 901.

**Reported By:** ABC Contractors Inc

**Date:** 07/08/2002

**Signed:** \_\_\_\_\_

John Smith

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