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Document review and approval

Confirm the exact version and your own directions. Do not sign until you understand the document and have obtained any legal advice you need.

Using this worksheet

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Complete only the information relevant to the task. Leave uncertain answers open. Do not place account numbers, identification numbers, private safety details, or children’s addresses in a general worksheet.

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Check	Confirmed or correction needed
☐ My names, contact details and supplied facts are accurate.	
☐ Dates and amounts match the source records I supplied.	

Document review / checks and corrections

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☐ My directions are reflected; no unanswered substantive question is hidden.	
☐ I know which version is intended for signature or submission.	
☐ I have identified unresolved legal questions and any independent review still needed.	

Requested corrections or open questions

Specific version and use I want staff to confirm before the next step

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