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campus: Tel. 0-2599-0000 Ext. 1550-1552 Fax 0-2599-3352

BBD: Tel. 0-2650-6020 Fax. 0-2650-6021

Form: LISIS-FR11  
Revision: 03  
Date: 18/03/2011

Date: ..... Time: .....

# Information Enquiry

- Location  LIT@campus  LIT@BBD
- Contact via  Direct contact  Phone
- Email  eMessenger
- Other .....

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Patron Information

Name: .....

Result...

SIU No.: ..... Tel.: .....

Office/Dept.: .....

Email: .....

### User Type

- Undergraduate student  Graduate student
- Faculty Member  PhD student
- Staff  Guest Lecturer
- Public User

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|-------------|------------------|-----------------|----------------|------------|
| Received by | On hold          | Completed       | Inform User by | Staff Only |
| .....       | Urgent           | In Que          | Direct Contact | Phone      |
|             | Partly processed | Wait for others | Email          | eMessenger |
| .....       |                  |                 | .....          |            |



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