FORECAST REQUEST FORM

Date Date Requested Time		
Organisation Office	Symbols	Estimated Standard Pages (ESP)
Consulting Officer Name Office Location Tel No	Title	***Translation*** Original Language / To / Copies ☐ Arabic ☐ Chinese ☐ English ☐ French ☐ Russian ☐ Spanish
Meeting Details NAME PLACE DATES: FROM TO	***Other Services*** Editing ☐ Reproduction ☐ Presentation ☐	
Authorized Certified Account/Office Charge	Instructions	

PLEASE NOTE:

1. The form has to be filled for each document separately.
2. The date field at the upper left corner is a date on which the form is submitted to Division of Conference Services.
3. The No. of estimated standard pages in the right upper box: a standard page is 330 words. For example, a document of 3300 words will be 10 esp. (3300/330).
4. At the left bottom box please indicate the OBMO or account No. The form should be approved by the Head of the Office, and certified by FMO.

If further explanations are required, please contact the Documents Control Unit on ext. 3361or 3610 or 3622.

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