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|---------------------|-----|------------|--|
| Date | / / | | |
| YOUR DETAILS | | | |
| Surname | | First name | |
| Q TU Member No. | | Workplace | |
| Email | | | |
| Daytime phone | | Mobile | |
| Postal address | | | |

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| YOUR ISSUE (Please attach additional sheets if required) |
| Provide details of the issue: |
| What steps have you taken to resolve this issue? |
| Who have you discussed the issue with at your workplace? |
| What was the outcome? |
| What resolution are you seeking? |
| What do you think the Union might reasonably do to help you resolve the situation? |