

## **CONSIDERATIONS IN DEVELOPING DEPARTMENTAL FORMS**

**2320**

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Forms should be developed with considerable planning because costs are involved and adequate lead time is required before a form is actually available for use. It takes from four weeks to four months, depending upon the complexity of the form. Submit all requests for new or revised forms to the CDF Forms Unit.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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