When storing electronic copies of the Construction Program, it is helpful that each Program is stored in a separate directory or folder and identified by a sequential number as shown in the following table.

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| **Contractor** | [Insert text here] |  |  |
| **Contract No.** | [Insert text here] | **Project No.** | [Insert text here] |
| **Project Name** | [Insert text here] |

| Construction Program No. | Date received | Program details | Date stated as suitable | Date stated as not suitable |
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| Dated | Revision No. | Filename |
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