

**APPENDIX 2. CLAIM FILE RECORD SHEET**

Date	Letter		Phone		Name and section	Details
	To	From	To	From		
6/2/18 EXAMPLE	✓				DLA Unit, Flowers Hill	Claim form and letters from GP and consultant
11/2/18 EXAMPLE				✓	Jenny in Claims Section DLA Unit, Flowers Hill 0117 949671	She said they had received my form

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Date	Letter		Phone		Name and section	Details
	To	From	To	From		