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***Document Title***

**Service Name:** *Service Name*

**Department:** IT Services

**Document Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **2015-01-01** | **Review Date** | **Draft** |
|  | **Document Owner(s)** | **Project/Organisation Role** |
| **Author** | *Author name* |  |
| *Owner* | *Owner name* |  |
| *Client* | *Project name* |  |
| *Authorisation* |  |  |

**Distribution and Sign off List**

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| **Name** | **Role** | **Category** |
| *Signoff party name #1* | *Role* | *Category – e.g. For Information, Review, Sign off* |
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|  |  |  |  |
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| **Version** | **Date** | **Author** | **Change Description** |
| *0.1…* | *Date created* | *Author of Change* | *What happened – e.g. document created* |
|  |  |  |  |
|  |  |  |  |

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