# **Performa for sending files for uploading onto the RAUC(S) Area Web Site**

*Note: This proforma may be downloaded and used to arrange for the uploading of a document to any area of the RAUC(S) website. On completion, this form and the relevant document(s) should be emailed to* *gborth@btinternet.com**. Alternatively the information required by this form may be included in the text of an email provided all relevant information with associated headings is provided in the correct order.*

|  |  |
| --- | --- |
| Contact Information |   |
|  |  |
| Name |  |
| Position in RAUC(S) , Working Group etc |  |
| Telephone number |  |
|  |  |
| Password Protection | Default is ‘**No**’. Type ‘**Yes**’ in this box if protection is required. |
|  |  |
| Document Details |  |
| Title\* |  |
| Date of meeting etc\*\* e.g. 05 Dec 2008 |  |
| Agenda, Paper, Minute or Other |  |
| Documents type e.g. Word |  |
| File name as attached |  |
| Area for posting to e.g. Central Local RAUC (not abbreviated) |  |
|  |  |

\* For documents relating to a meeting, the Title format is:

‘Group’ – Date – Agenda/’Paper Title’/Minute

\*\* If applicable