

Job #

(To be entered by OCLD personnel)

NEW CHILD PARCEL INFORMATION FORM

Please fill out the Addressee, Site address and/or Postal address and indicated where mail is too sent for each new child parcel being created.

Child Parcel #1

Parcel Desc.

(From source document i.e. parcel #1 or A)

Addressee

Site Address

Postal Address

New Child Parcel Number

(To be entered by OCLD personnel)

- - - -

Mail

Sent To:

Site Address

Postal Address

Child Parcel #2

Parcel Desc.

(From source document i.e. parcel #1 or A)

Addressee

Site Address

Postal Address

New Child Parcel Number

(To be entered by OCLD personnel)

- - - -

Mail

Sent To:

Site Address

Postal Address

Child Parcel #3

Parcel Desc.

(From source document i.e. parcel #1 or A)

Addressee

Site Address

Postal Address

New Child Parcel Number

(To be entered by OCLD personnel)

- - - -

Mail

Sent To:

Site Address

Postal Address