

Email Compiling Instructions

- ✓ Document 1 - MP Notice file - Word document (pages 1-3 of 66)
- ✓ Document 2 - Evidence Exhibits - PDF file (pages 4-66 of 66)

- 1) Update Document 1 **red text** with personal details.
- 2) Save updated Document 1 file to hard drive.
- 3) Make a PDF file from the Document 1 file.
- 4) Save Document 1 PDF file as: MP Engagement Notice - **(Electorate)** File
- 5) Prepare email template found below.
- 6) Email MP recipient with both Document 1 - MP Notice and Document 2 - Evidence Exhibits compiled in the same email.

Email Subject: MP Engagement Notice

Email Content:

The Hon. Name Name, MP
Member for **(Electorate)**

Dear **(MP name)**,

Attached are two (2) documents comprising a notice of my will and supporting evidence items for immediate attention to which I expect and await your due response.

Yours Faithfully,

(Name Name)

Post Compiling Instructions

- ✓ Document 1 - MP Notice file - Word document (pages 1-3 of 66)
- ✓ Document 2 - Evidence Exhibits - PDF file (pages 4-66 of 66)

- 1) Update Document 1 red text with personal details.
- 2) Save updated Document 1 file to hard drive.
- 3) Make a PDF file from the Document 1 file.
- 4) Save Document 1 PDF file as: MP Engagement Notice - (Electorate) File
- 5) Print Documents 1 and 2.
- 6) Print cover letter found below.
- 7) Mail MP recipient by Registered Post A4 satchel with both Document 1 - MP Notice and Document 2 - Evidence Exhibits compiled in the same satchel.

Mail Recipient: The Hon. **Name Name**, MP

Mail Content: Documents

The Hon. **Name Name**, MP
Member for (**Electorate**)

Dear (**MP name**),

Attached are two (2) documents comprising a notice of my will and supporting evidence items for immediate attention to which I expect and await your due response.

Yours Faithfully,

(**Name Name**)