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*Communications Workers of America, Local 3371  
Ashland, Kentucky*

Company \_\_\_\_\_

**Record of Request and Informal Meeting (Step One)**

Grievant \_\_\_\_\_ Street \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone Number \_\_\_\_\_

Responsible Steward \_\_\_\_\_ Area Vice President \_\_\_\_\_

Request made to: \_\_\_\_\_ Request to meet on: \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Actual Date of Informal Meeting \_\_\_\_\_

Union Present \_\_\_\_\_

Company Present \_\_\_\_\_

Article(s) Involved \_\_\_\_\_ and all other sections of the true intent and meaning of the contract and the failure of the Company to fulfill its obligations thereunder.

Issue to Address \_\_\_\_\_

Settlement Requested \_\_\_\_\_

Resolution \_\_\_\_\_

Informal meeting was recessed on \_\_\_\_\_ because \_\_\_\_\_ and will be resumed on \_\_\_\_\_ at \_\_\_\_\_

Issue was resolved on \_\_\_\_\_ Issue appears to be resolved on \_\_\_\_\_

\_\_\_\_\_ Issue was not resolved and a grievance will pursued at Step 2.

Steward's Signature \_\_\_\_\_ Date \_\_\_\_\_