

**FREEDOM OF INFORMATION (FOI) TRANSMITTAL SHEET**

FROM:

CASE NUMBER

DATE OF TASKING (YYYYMMDD)

TO:

SUSPENSE (YYYYMMDD)

**FREEDOM OF INFORMATION  
ACTION**

**EXPEDITE**

*SPECIAL INSTRUCTIONS*

- 1. Handle this material as a package. Do not break it up or allow it to become separated from this cover. Always handcarry.*
- 2. As a reminder, under federal law, the FOIA office must respond to the requester within 10 workdays unless a delay is authorized.*
- 3. OPR completes DD Form 2086, Record of Freedom of Information (FOI) Processing Cost, and returns with package.*

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).