

## Attachment 5.4 – Media Enquiries Form

To .....

From .....

Please find information requested by the following organisation that requires a response from the Operating Company and Transport Scotland.

Source of Enquiry

Organisation	Contact	Date and Time received	Operating Company Contact and telephone number

Details of Enquiry

Details of Proposed Response

Further Action Proposed

Deadline

This notice has been sent to

Name				Transport Scotland media officer
Name				TRBO
Name				Performance Audit Group