

## 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          |