**Application for QA Audit**

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| Firm: |  | Requested By: | |  | |
| CID: |  |  | Full Audit | | Partial Audit |
|  |  | Print | | Products |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Reason for Audit: | |  | | Department: | |  | |
|  | Legacy Clients | | Hot Account |  | AM | | AS |
|  | Hypercare | | Internal |  | IMP | | IS |
|  | Client | |  |  | ISD | | Production |
|  |  | |  |  | Client | |  |

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| List all applications to be audited – Please list from Datatrac Web: | | | | | | | | | | | | | | |
|  | Application ID |  | Job Name |  | JEF |  | SOW Date |  | Date Codes Release To QA |  | QA Assigned To |  | Completion Date |  |
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|  | Start Date: |  |  | QA Manager: |  |  |

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| Unencrypted file(s) requested by QA to be fulfilled by DP: | | | | | | | | | | |
|  | File Name / DPVS Date |  | File Mo |  | File Cycle |  | By |  | Done Date |  |
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Note: Estimated Timeframe for Audit –

* Five (5) Business Days per Application
* Daily Letters of More Than 30 – Allow 7 Business Days