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## FFACS / FAX

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<b>I Sylw / FAO</b>	<i>Write recipient's name here</i>
<b>Dyddiad / Date</b>	<i>Include today's date in figures as you will not then need to translate it: 22/06/10</i>
<b>Pwnc / Subject</b>	<i>Include relevant subject</i>
<b>Tudalennau i ddilyn (gan gynnwys y flaenddalennau) / Pages to follow including the cover page</b>	2
<b>Neges / Message</b>	<ul style="list-style-type: none"><li>• <i>Include bilingual message if the preferred language of the recipient in Wales is unknown.</i></li><li>• <i>Include message in either English or Welsh if the preferred language of the recipient is known to you.</i></li></ul>

- The Design Studio can provide templates for fax messages, ensuring that contact details are available bilingually.
- Please contact the Centre for Welsh Language Services (ext. 2045) for further advice.
- Please contact [translation@aber.ac.uk](mailto:translation@aber.ac.uk) for translations of messages.