TRANSMITTAL

FROM: _____ TO: _____

_____ _____

_____ _____

_____ _____

DATE: _____ PROJECT: _____

ATTENTION: _____ PROJECT LOCATION: _____

RE: _____

_____

We are sending you ☐ ENCLOSING ☐ DELIVERING UNDER SEPARATE COVER

via _____ the following items:

☐ CHANGE ORDER ☐ PLANS ☐ LIST OF MATERIALS ☐ PRINTS

☐ SHOP DRAWINGS ☐ SAMPLES ☐ SPECIFICATIONS ☐ ESTIMATES

☐ COPY OF LETTER ☐ PAYROLL AFFIDAVIT ☐ _____

COPIES	DATE OR NO.	DESCRIPTION

SAMPLE

THESE ARE TRANSMITTED AS INDICATED BELOW:

☐ FOR YOUR USE ☐ APPROVED AS NOTED ☐ RETURN _____ CORRECTED PRINTS

☐ FOR APPROVAL ☐ APPROVED FOR CONSTRUCTION ☐ SUBMIT _____ COPIES FOR _____

☐ AS REQUESTED ☐ RETURNED FOR CORRECTIONS ☐ RESUBMIT _____ COPIES FOR _____

☐ FOR REVIEW AND COMMENT ☐ RETURNED AFTER LOAN TO US ☐ FOR BIDS DUE _____

☐ _____

REMARKS: _____

_____

_____

_____

_____

_____

IF ENCLOSURES ARE NOT AS INDICATED, PLEASE NOTIFY US AT ONCE.

X _____
(Signature)

 © 2018 Builder's Book, Inc. Bookstore, Publisher. All rights reserved. www.buildersbook.com