

# TRANSMITTAL

FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
DATE: \_\_\_\_\_ PROJECT: \_\_\_\_\_  
ATTENTION: \_\_\_\_\_ PROJECT LOCATION: \_\_\_\_\_  
RE: \_\_\_\_\_  
\_\_\_\_\_

We are sending you ☐ ENCLOSING ☐ DELIVERING UNDER SEPARATE COVER  
via \_\_\_\_\_ the following items:

- |   |  |  |                                    |
|---|--|--|------------------------------------|
| <input type="checkbox"/> CHANGE ORDER   | <input type="checkbox"/> PLANS             | <input type="checkbox"/> LIST OF MATERIALS | <input type="checkbox"/> PRINTS    |
| <input type="checkbox"/> SHOP DRAWINGS  | <input type="checkbox"/> SAMPLES           | <input type="checkbox"/> SPECIFICATIONS    | <input type="checkbox"/> ESTIMATES |
| <input type="checkbox"/> COPY OF LETTER | <input type="checkbox"/> PAYROLL AFFIDAVIT | <input type="checkbox"/> _____             |                                    |

COPIES	DATE OR NO.	DESCRIPTION

THESE ARE TRANSMITTED AS INDICATED BELOW:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> FOR YOUR USE           | <input type="checkbox"/> APPROVED AS NOTED                   | <input type="checkbox"/> RETURN ____ CORRECTED PRINTS  |
| <input type="checkbox"/> FOR APPROVAL           | <input type="checkbox"/> APPROVED FOR CONSTRUCTION           | <input type="checkbox"/> SUBMIT ____ COPIES FOR ____   |
| <input type="checkbox"/> AS REQUESTED           | <input checked="" type="checkbox"/> RETURNED FOR CORRECTIONS | <input type="checkbox"/> RESUBMIT ____ COPIES FOR ____ |
| <input type="checkbox"/> FOR REVIEW AND COMMENT | <input type="checkbox"/> RETURNED AFTER LOAN TO US           | <input type="checkbox"/> FOR BIDS DUE _____            |
| <input type="checkbox"/> _____                  |  |  |

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

X \_\_\_\_\_  
(Signature)