

L E T T E R O F T R A N S M I T T A L

YOUR COMPANY NAME GOES HERE
YOUR COMPANY ADDRESS GOES HERE
--- OR IF YOU HAVE A LOGO THAT WILL FIT THIS
BOX THEN YOU CAN PASTE IT IN INSTEAD OF
ENTERING YOUR COMPANY INFO.

TO: _____

DATE	JOB NO.
ATTENTION:	
RE:	

WE ARE SENDING YOU Attached Under separate cover via _____ the following items:

Change Order Plans Samples Shop Drawings Specifications
 Copy of Letter Prints _____

COPIES	DATE	NO.	DESCRIPTION

REASON(S) ITEM(S) IS/ARE BEING SENT:

<input type="checkbox"/> Approved as Noted	<input type="checkbox"/> For Bids Due _____	<input type="checkbox"/> Resubmit _____ Copies for Approval
<input type="checkbox"/> Approved as Submitted	<input type="checkbox"/> For Review and Comment	<input type="checkbox"/> Return _____ Corrected Prints
<input type="checkbox"/> As Requested	<input type="checkbox"/> For Your Use	<input type="checkbox"/> Returned for Corrections
<input type="checkbox"/> For Approval	<input type="checkbox"/> Prints Returned After Loan to Us	<input type="checkbox"/> Submit _____ Copies for Distribution
<input type="checkbox"/> _____		

COMMENTS: _____

COPY TO: _____

SIGNED: _____