

## LETTER OF TRANSMITTAL

<b>TO</b>

<b>DATE</b>	<b>JOB NO.</b>
<b>ATTENTION</b>	
<b>RE:</b>	

**WE ARE SENDING YOU:**

- |                                       |                                   |  |   |
|---------------------------------------|-----------------------------------|--|---|
| <input type="checkbox"/> Shop Drawing | <input type="checkbox"/> Attached | <input type="checkbox"/> Plans                     | <input type="checkbox"/> Samples        |
| <input type="checkbox"/> Change Order | <input type="checkbox"/> Prints   | <input type="checkbox"/> Copy of Letter            | <input type="checkbox"/> Specifications |
| <input type="checkbox"/> Other        |                                   | <input type="checkbox"/> Under Separate Cover Via: |   |

COPIES	DATE	NO.	DESCRIPTION

**THESE ARE TRANSMITTED AS CHECKED BELOW:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> For Approval           | <input type="checkbox"/> Approved as Submitted            | <input type="checkbox"/> Resubmit Copies for Approval   |
| <input type="checkbox"/> For Your Use           | <input type="checkbox"/> Approved as Noted                | <input type="checkbox"/> Submit Copies for Distribution |
| <input type="checkbox"/> For Review and Comment | <input type="checkbox"/> As Requested                     | <input type="checkbox"/> Return Corrected Prints        |
| <input type="checkbox"/> FOR BIDS DUE           | <input type="checkbox"/> Prints Returned After Loan to Us | <input type="checkbox"/> Returned for Corrections       |
| <input type="checkbox"/> Other                  |   |   |

**REMARKS:**

<b>COPY TO:</b>	<b>SIGNED:</b>