

## 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>