

# LETTER OF TRANSMITTAL

TO \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE	JOB NO.
ATTENTION	
RE:	

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

Shop drawings       Prints       Plans       Samples       Specifications  
 Copy of letter       Change order       \_\_\_\_\_

COPIES	DATE	NO.	DESCRIPTION

THESE ARE TRANSMITTED as checked below:

For approval       Approved as submitted       Resubmit \_\_\_\_\_ copies for approval  
 For your use       Approved as noted       Submit \_\_\_\_\_ copies for distribution  
 As requested       Returned for corrections       Return \_\_\_\_\_ corrected prints  
 For review and comment       \_\_\_\_\_  
 FOR BIDS DUE \_\_\_\_\_       PRINTS RETURNED AFTER LOAN TO US

REMARKS \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_

COPY TO \_\_\_\_\_

SIGNED: \_\_\_\_\_

*If enclosures are not as noted, kindly notify us at once.*