Test Item Transmittal Report

Project Title : <project title>		<University / Company Logo> <University / Company Name>
Date : dd/mm/yyyy	Test Item Transmittal Report ID : Insert ID of document (also include insert version of document)	

Document Control

Document Name	
Reference Number	
Version	
Project Code	
Status	
Date Released	

Name	Position	Signature
Prepared By:		
Reviewed By:		
Approved By:		
Approved By:		

Project Title : <project title>		<University / Company Logo> <University / Company Name>
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Version History

Version	Release Date	Section	Amendments

Distribution List

Version	Release Date	Controlled Copy No	Recipient Name	Department	Issue Date	Return Date

Project Title : <project title>		<University / Company Logo> <University / Company Name>
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Table of Content

Project Title : \<project title\>		\<University / Company Logo\> \<University / Company Name\>
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1.0 Transmitted Items

Version	Name	Reference	People Responsible

Table 1.0 Test Transmittal Items

Project Title : <project title>		<University / Company Logo> <University / Company Name>
Date : dd/mm/yyyy	Test Item Transmittal Report ID : Insert ID of document (also include insert version of document)	

2.0 Location

Specify the storage location of the test item so that it can be easily and correctly retrieved by test team members.

Transmittal Item	Item Location	Link to Item (if applicable)

Table 2.0 Transmittal Item Location

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3.0 Status

3.1 Description

3.2 Deviation

3.2.1 From Item Documentation

3.2.2 From Previous Transmittal

3.2.3 From Test Plan

3.2.4 From Incident Report