



Engineers
Planners
Surveyors
Landscape Architects
Environmental Scientists

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LETTER OF TRANSMITTAL

To: CONTRACTOR NAME
CONTRACTOR ADDRESS
CONTRACTOR ADDRESS
CONSTRACOT PHONE NO.

Date: 06/24/16 **Job No:** MC Project No. XXXXXXXX
Attention: PROJECT MANAGER NAME
Re: PROJECT TITLE
CLIENT
VIA EMAIL

WE ARE SENDING YOU:

<input type="checkbox"/>	ATTACHED	<input type="checkbox"/>	UNDER SEPARATE COVER	<input type="checkbox"/>	THE FOLLOWING ITEMS
<input type="checkbox"/>	SHOP DRAWINGS	<input type="checkbox"/>	PRINTS	<input type="checkbox"/>	PLANS
<input type="checkbox"/>	SAMPLES	<input type="checkbox"/>	SPECIFICATIONS	<input type="checkbox"/>	COPY OF LETTER
<input type="checkbox"/>	CHANGE ORDER				

SD#	No.	Description	Status
1	13	Quadex Structure Guard	NET
2	13	Quadex Structure Guard	NET
3	13	Quadex Structure Guard	NET
4	13	Quadex Structure Guard	NET
5	13	Quadex Structure Guard	NET
6	13	Quadex Structure Guard	NET
7	13	Quadex Structure Guard	NET
8	13	Quadex Structure Guard	NET

THESE ARE TRANSMITTED as checked below:

<input type="checkbox"/>	FOR YOUR 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"/>	AS REQUESTED	<input type="checkbox"/>	RETURNED FOR CORRECTIONS	<input type="checkbox"/>	RETURNED CORRECTED PRINTS
<input type="checkbox"/>	FOR REVIEW AND COMMENT				
<input type="checkbox"/>	FOR BIDS DUE	<input type="checkbox"/>	PRINTS RETURNED AFTER LOAN TO US		

REMARKS:

COPY TO:

SIGNED: