



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: 04/25/16 Job No: 1  
Attention: PROJECT MANAGER NAME  
Re:

VIA EMAIL

WE ARE SENDING YOU:

<input type="checkbox"/>	ATTACHED	<input type="checkbox"/>	UNDER SEPARATE COVER	<input type="checkbox"/>	THE FOLLO
<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 LE
<input type="checkbox"/>	CHANGE ORDER				

SD#	No.	Description
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THESE ARE TRANSMITTED as checked below:

<input type="checkbox"/>	FOR YOUR APPROVAL	<input type="checkbox"/>	APPROVED AS SUBMITTED	<input type="checkbox"/>	RESUBMIT C
<input type="checkbox"/>	FOR YOUR USE	<input type="checkbox"/>	APPROVED AS NOTED	<input type="checkbox"/>	SUBMIT COP
<input type="checkbox"/>	AS REQUESTED	<input type="checkbox"/>	RETURNED FOR CORRECTIONS	<input type="checkbox"/>	RETURNED C
<input type="checkbox"/>	FOR REVIEW AND COMMENT				

FOR BIDS DUE

PRINTS RETURNED AFTER LOAN TO US

REMARKS:

COPY TO:

SIGNED:

Mc. Project No 14000855a

WING ITEMS

TTER

Status
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IES FOR DISTRIBUTION  
CORRECTED PRINTS

