

LETTER OF TRANSMITTAL

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

Date: April 25, 2016
Attention: PROJECT MANAGER NAME
Re:

Job No:

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
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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 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: