



LETTER OF TRANSMITTAL

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Date	Job #
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 Addendum Other _____

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:

COPY TO: _____ SIGNED: _____