

**Facilities and Services  
Project Development & Engineering**

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Facilities and Services  
**Project Development  
and Engineering**

**TRANSMITTAL**

Date: \_\_\_\_\_ Transmittal # \_\_\_\_\_ Via: \_\_\_\_\_

To: \_\_\_\_\_ Project: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Letter    Drawings    Samples    Literature    Documents    Submittals

ITEM No.	DESCRIPTION	QUANTITY

These are transmitted as checked below:

_____ For approval/please return ___ copies	_____ Approved as submitted
_____ For your use	_____ Returned for correction
_____ For review and comment	_____ Resubmit ___ copies
_____ For execution/please return ___ copies	_____ As requested
_____ For an estimate	_____ Other

Action on this submittal is required on or before \_\_\_\_\_ in order to maintain scheduled progress.

**REMARKS:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Received By  
\_\_\_\_\_

Cc: