

Letter of Transmittal

To: _____

Company _____

Attn. _____

Address _____

City, State Zip _____

Date	Job No.
Re:	

We are sending you		
<input type="checkbox"/> Attached	<input type="checkbox"/> Under separate cover via _____	
<input type="checkbox"/> Shop drawings	<input type="checkbox"/> Samples	<input type="checkbox"/> Specifications
<input type="checkbox"/> Prints	<input type="checkbox"/> Copy of letter	<input type="checkbox"/> _____
<input type="checkbox"/> Plans	<input type="checkbox"/> Change order	<input type="checkbox"/> _____

Copies	Date	No.	Description

These are transmitted as checked

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> For approval | <input type="checkbox"/> Approved as submitted | <input type="checkbox"/> Resubmit _____ copies for approval | <input type="checkbox"/> For review and comment |
| <input type="checkbox"/> For your use | <input type="checkbox"/> Approved as noted | <input type="checkbox"/> Submit _____ copies for distribution | <input type="checkbox"/> Print returned after loan to us |
| <input type="checkbox"/> As requested | <input type="checkbox"/> Returned for corrections | <input type="checkbox"/> Return _____ corrected prints | <input type="checkbox"/> _____ |
| <input type="checkbox"/> For bids due _____ 19 _____ | <input type="checkbox"/> _____ | | |

Remarks

Copy to _____ **Signed** _____