

# Transmittal

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**To:**

**Job:**

Number	
Date	
From	
Title	
To	
Title	
Telephone	
Fax	
Date Printed	

**We are sending you the following items:**

- |   |                                  |
|---|----------------------------------|
| <input type="checkbox"/> Certificates   | <input type="checkbox"/> Plans   |
| <input type="checkbox"/> Shop drawings  | <input type="checkbox"/> Samples |
| <input type="checkbox"/> Change orders  | <input type="checkbox"/> Letter  |
| <input type="checkbox"/> Specifications | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Prints         |                                  |

**Sent via:**

- |                                |
|--------------------------------|
| <input type="checkbox"/> Fax   |
| <input type="checkbox"/> Mail  |
| <input type="checkbox"/> Email |
| <input type="checkbox"/> Other |

**Items are:**

- |   |
|---|
| <input type="checkbox"/> Attached       |
| <input type="checkbox"/> Separate Cover |

Copies	Date	Ref. Number	Description

**We are sending you the following items:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> For your records | <input type="checkbox"/> As requested          | <input type="checkbox"/> For corrections |
| <input type="checkbox"/> For approval     | <input type="checkbox"/> For review & comments | <input type="checkbox"/> Other           |

**Notes:**

