

**Letter of Transmittal**

|  |  |
| --- | --- |
| Attention | Type Name Here |
| Re: | Type Text Here |
| Job Number: | Type Number Here |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Submittal | Quantity | Date | DWG. # | Description |
|  |  |  |  |  |
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| --- | --- | --- |
| 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 |

|  |  |
| --- | --- |
| *Comments:* | |
| *[Type Comments Here]* | |
| *Copy To* | |
| *[Type Name Here]* | *Signature:* |
| *[Type Name Here]* |
| *[Type Name Here]* |

**Letter of Transmittal**

|  |  |  |
| --- | --- | --- |
| Company Name | | |
| Address Line 1 | | |
| Address Line 2 | | |
| City | State | Zip Code |
| Phone | | Fax |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| We are sending you | | | |
| Attached | Under Separate Cover Via: [Type Text Here] the following: | | |
| Shop Drawings | Prints | Plans | Other: |
| Copy of Letter | Change Order | Samples |  |
| Total Quantity | Reproducible | Specification |  |

|  |
| --- |
| To: |
| Customer Name |
| Customer Address Line 1 |
| Customer Address Line 2 |
| Customer City, State, Zip Code |