

Transmittal Letter

April 15, 2005

«_CompanyName»
 «_AddressLine1»
 «_AddressLine2»
 «_City», «_State» «_ZipCode»
 «_PhoneOffice» «_PhoneFax»
 «_EmailAddress» «_Website»



To:

[Customer Name]
 [Customer Address Line 1]
 [Customer Address Line 2]
 [Customer City, State ZIP Code]

Attention: [Type name here]

Re: [Type text here]

Job Number: [Type number here]

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	

Submittal	Quantity	Date	DWG. #	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	.. Revise and Resubmit/Work May Not Proceed		
.. FOR BIDS DUE: [Type text here]	.. PRINTS RETURNED AFTER LOAN		

Comments:
 [Type comments here]

Copy to:
 [Type name here]
 [Type name here]
 [Type name here]

 Signature