

ABC Contractors Inc**TRANSMITTAL**
No. 2

55 Main Street
Sometown, PA 99999

Phone: (555) 555-5555
Fax: (555) 555-5554

PROJECT: Sample Project #1

DATE: 08/12/2002

REF:

TO:
Brown Construction
810 Tree Street
Anvwhere. US 55555-5551
Phone:555-555-4567 Fax:555-555-5678

ATTN: Tim Brown

| WE ARE SENDING: | SUBMITTED FOR: | ACTION TAKEN: |
|---|--|---|
| <input type="checkbox"/> Shop Drawings | <input type="checkbox"/> Approval | <input type="checkbox"/> Approved as Submitted |
| <input type="checkbox"/> Letter | <input type="checkbox"/> Your Use | <input checked="" type="checkbox"/> Approved as Noted |
| <input type="checkbox"/> Prints | <input checked="" type="checkbox"/> As Requested | <input type="checkbox"/> Resubmit |
| <input type="checkbox"/> Change Order | <input type="checkbox"/> Review and Comment | <input type="checkbox"/> Submit |
| <input checked="" type="checkbox"/> Plans | <input type="checkbox"/> Other: | <input type="checkbox"/> Returned |
| <input type="checkbox"/> Samples | SENT VIA: | <input type="checkbox"/> Returned for Corrections |
| <input type="checkbox"/> Specifications | <input checked="" type="checkbox"/> Attached | <input type="checkbox"/> Due Date: |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Separate Cover Via: | <input type="checkbox"/> Other: |

| SUBMITTAL | DRAWING | ITEM NO. | COPIES | DATE | DESCRIPTION |
|------------------|----------------|-----------------|---------------|-------------|--------------------|
| 2 | | | 1 | 08/12/2002 | |

REMARKS:

Tim,

See attached....

The Changes have been made as per our discussion on July 30th.

Thanks.

CC:

Signed: _____
John Smith

Date: _____