

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: _____