

LETTER OF TRANSMITTAL



To:	Date:
Organization:	From:
Project Name:	Project Number:

For Your:

- | | | |
|-----------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Approval | <input type="checkbox"/> Distribution to Parties | <input type="checkbox"/> Information |
| <input type="checkbox"/> Use | <input type="checkbox"/> Review & Comments | <input type="checkbox"/> Record |

The Following:

- | | | |
|---|--|---|
| <input type="checkbox"/> Drawings | <input type="checkbox"/> Shop Drawing Prints | <input type="checkbox"/> Letter |
| <input type="checkbox"/> Specifications | <input type="checkbox"/> Shop Drawing Reproducible | <input type="checkbox"/> Product Literature |
| <input type="checkbox"/> Change Order | <input type="checkbox"/> Reports | |

No. of Copies	Date	Description:	Action Code
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Action Code:

- | | |
|--|--|
| A. No action indicated on item transmitted | D. For signature and forwarding as noted below under "Remarks" |
| B. No action required | E. See "Remarks" below |
| C. For signature and return to office | |

Remarks

3121 South Higuera
 San Luis Obispo, CA 93401
 (805) 543-3144
 Fax (805) 543-3230
 print@asapreprographics.com

365 Quintana Road
 Morro Bay, CA 93442
 (805) 772-3540
 Fax (805) 772-2157
 mbprint@asapreprographics.com