

Letter of Transmittal (To the Agency)

To: _____

Date:	Job No.
Attention	
Contract No.	
Equip. No.	
Spec. Ref.	
Submittal No.	

We are sending you Attached Under separate cover via _____ the following items:

- Shop Drawings Prints Plans Samples Specifications
 Change Order Submittal Test Report Copy of Letter Other

These are submitted as checked below:

<input type="checkbox"/> For approval	<input type="checkbox"/> As requested
<input type="checkbox"/> For your use	<input type="checkbox"/> For review and comment

Item No.	No. of Copies	Type	Description

Remarks:

We verify by signature below that this submittal has been reviewed in detail by us and find the material or equipment referenced meets all of the requirements of the Contract Document including coordination of all related work, specified or not, **with no deviations.**

We verify by signature below that this submittal has been reviewed in detail by us and find the material or equipment referenced meets all of the requirements of the Contract Document including coordination of all related work, specified or not, **except for deviations noted in the attached written statement.**

Signed: _____

Title: _____