

TRANSMITTAL

ATKINS

TO:

DATE: _____

JOB NO.: _____

Address/Office:

RE:

Phone:

WE ARE SENDING YOU ☐ Attached ☐ Under separate cover via _____
the following items:

- ☐ Shop Drawings ☐ Prints ☐ Plans ☐ Samples
☐ Copy of Letter ☐ Change Order ☐ Specifications ☐ _____

COPIES	DATE	NO.	DESCRIPTION

THESE ARE TRANSMITTED As Checked Below:

- ☐ For approval ☐ Reviewed as submitted ☐ Resubmit _____ copies for approval
☐ For your use ☐ Reviewed as noted ☐ Submit _____ copies for distribution
☐ As requested ☐ Returned for corrections ☐ Return _____ corrected prints
☐ For review and comment ☐ _____ ☐ _____
☐ For bids due _____ 20____
☐ Prints returned after loan to us

REMARKS:

SIGNED _____

DISTRIBUTION _____

If enclosures are not as noted, kindly notify us at once