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| **CONTRACTOR** **LOGO AND NAME** PROJECT TITLE**Transmittal** |
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| Project: |  |  Transmittal No: | **JOB-0000** |
| Client:  |  | Date: |  |
| Recipient: |  |  |  |
| Attention: |  |  |  |

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| --- | --- | --- |
| *WE ARE SENDING* | *SUBMITTED FOR* | *ACTION TAKEN* |
| ☐ | Shop Drawings | **☒** | **Approval** | ☐ | Approved As Submitted |
| **☐** | Letter General | ☐ | Your Action | ☐ | Approved with comments |
| ☐ | Prints | ☐ | As Requested | ☐ | revise and resubmit |
| ☐ | Change Order | ☐ | For information | ☐ | Rejected |
| ☐ | Plans | ☐ | Verify Substructure design  | ☐ | Not reviewed |
| **☐** | Samples |  |  |  |
| ☐ | Specifications |  |  |  |  |
| ☒ | **Others (Inspection Request)** |  |  |
|  |  |  |  |  |  |

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| --- | --- | --- |
| **No.** | **Reference No.** | **Description** |
| **1** | **IR-0000** |  |

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| **Remarks** |
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| **Issued By:** | **Received By:** | **Received By:** | **Received By:** |
| **CONTRACTOR** | **CONSULTANT** | **CLIENT** |  |
| Signed:Date: | Signed:Date:  | Signed:Date: |  |

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