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| **CONTRACTOR**  **LOGO AND NAME** PROJECT TITLE **Transmittal** | | | |
|  |  | | |
| 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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