Transmittal Letter

National Custom Millwork
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Date & Time:

Sender Information	**Attention Person**
From:	Name:
Email:	Phone:
Job #	Email:
Project Name:	Company Name:
	Address:
Box of	

We are sending you			
Shop Drawing	Prints	Plans	Other:
Copy of Letter	Change Order	Samples	
Total Quantity	Reproducible	Specification	

Submittal	Quantity	Date	DWG. #	Description

For Aprroval	Approved as Submitted	Resumed copies for approval
For Your Use	Approved as Noted	Submit [#] copies for distribution
As Requested	Returned for Corrections	Return [#] correct prints
For Review and Coment	Revise and Resubmit / Work May Not Proceed	
For Bids Due	Prints Rerutned After Loan	

Coments:

Received By: *From:*

We strive to exceed our clients expectations.