

PINELLAS COUNTY SCHOOLS  
 FACILITIES, PLANNING, DESIGN & CONSTRUCTION  
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LETTER OF TRANSMITTAL

DATE	JOB NO.
ATTENTION	
RE:	

To \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

GENTLEMEN:

WE ARE SENDING YOU  Attached  Under separate cover via \_\_\_\_\_ the following items:

- Shop Drawings     Prints                     Plans                     Samples                     Specifications  
 Copy of Letter     Change Order            \_\_\_\_\_

COPIES	DATE	NO.	DESCRIPTION

THESE ARE TRANSMITTED as checked below:

- For approval                     Approved as submitted                     Resubmit                    copies for approval  
 For your use                     Approved 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: \_\_\_\_\_  
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COPY TO \_\_\_\_\_

SIGNED \_\_\_\_\_