



**Washington State  
Department of Transportation**

**Architecture Office  
PO Box 47328  
Olympia, WA 98504-7328**

# Transmittal Letter

Date	Job Number
Attention	
RE:	

To:

**We Transmit:**  Attached  Under Separate Cover Via \_\_\_\_\_ the following items:

- Shop Drawings  
  Plans  
  Specifications  
  Fax No. of Pages \_\_\_\_\_  
 Prints  
  Samples  
  Copy of Letter  
 \_\_\_\_\_

Copies	Dated	Description

**These are Transmitted as Checked Below:**

- For Approval  
  Approved as Submitted  
  Resubmit \_\_\_\_\_ copies for approval  
 For Your Action  
  Approved as Noted  
  Submit \_\_\_\_\_ copies for distribution  
 As Requested  
  Returned for Corrections  
  Return \_\_\_\_\_ corrected prints  
 For Review and Comment  
 For Your Information  
 \_\_\_\_\_

**Return Comments By** \_\_\_\_\_

**Remarks:**

Copy To: \_\_\_\_\_

From: \_\_\_\_\_

Phone: \_\_\_\_\_