



RECORD OF TRANSMITTAL

If enclosures are not as noted, kindly notify us at once

DATE:

RE:

TO:

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

Prints Plans Copy of letter Documents CD

DATE	NO.	DESCRIPTION

THESE ARE TRANSMITTED as check below:

- For Processing and Recording
- Returned with requested information

REMARKS:

SIGNED: _____

RECEIVED BY: _____

"Committed to Excellence...Always."