Transmittal Letter



**Matanuska-Susitna Borough**

**Public Works Department**

**Project Management Division**

350 East Dahlia Avenue • Palmer, AK 99645

Phone (907) 861-7720 • Fax (907) 861-7735

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| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Attention: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Re: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Project Number: | \_\_\_\_\_\_\_ |

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| We are sending you |
| 🞎 | Attached | 🞎 | Under Separate Cover via: the following: |
| 🞎 | Shop Drawings | 🞎 | Prints | 🞎 | Plans | 🞎 | Other: |
| 🞎 | Copy of Letter | 🞎 | Change Order | 🞎 | Samples |  |  |
| 🞎 | Total Quantity | 🞎 | Reproducible | 🞎 | Specification |  |  |

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| Submittal | Quantity | Date | DWG. # | Description |
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| 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 | 🞎 | Revise and Resubmit/Work May Not Proceed |
| Comments: |
| For your records. |
| Copy to: |
|  | Signature |
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