

SALT LAKE
COMMUNITY COLLEGE



Facilities Division
Letter of Transmittal

DATE:
RE:
TO:

WE ARE SENDING YOU:

- herewith under separate cover as requested e-mail
 other: _____

FOR YOUR:

- approval review and comment use information response
 record

THE FOLLOWING:

- disk/digital shop drawings drawing change order samples
 specifications letter dated proposed modification request(s)
 bond/mylar other

# Of Sets	Description	ID#	Transmitted By

Comments:

Documents received by: _____ Date: _____

Returned: _____ Archived: _____