

PHYSICAL PLANT
TRANSMITTAL MEMO
 from
 Administration

TO:			
THROUGH:			
THROUGH:			
DATE:			
SUBJECT:	PP/OP XX.XX		
WE TRANSMIT:	<input checked="" type="checkbox"/> XX] Herewith <input type="checkbox"/>] As You Requested	<input type="checkbox"/>] Separately	
ATTACHMENT(S):	<input type="checkbox"/>] Correspondence <input type="checkbox"/>] Drawings <input type="checkbox"/>] Submittals <input type="checkbox"/>]	<input type="checkbox"/>] Report <input type="checkbox"/>] Specifications <input type="checkbox"/>] Contracts	
FOR YOUR:	<input checked="" style="color: red;" type="checkbox"/> XX] Signature <input type="checkbox"/>] Review/Comment <input type="checkbox"/>] Action <input type="checkbox"/>] Information <input type="checkbox"/>]	<input type="checkbox"/>] Approval <input type="checkbox"/>] Use <input type="checkbox"/>] File <input type="checkbox"/>] Distribution	
DESCRIPTION:			<input type="checkbox"/>] Copies
REMARKS:			