

1475 Jillbarr Court  
 Haid, TX 77453  
 Office . . . 979.xxx.xxxx  
 Fax . . . . 979.xxx.xxxx  
 jim@calform.com  
 AZ ROC XXXXXXXX

*“Roof it yourself and you are destined to FAIL”*

Company Receiving Documents JOHN Q. CUSTOMER		Address 949 GRANT STREET, SUITE 4A		
Person To Receive Documents BENICIA		Phone 707.747.4735	Fax 800.820.5656	
Project Address 747 BOEING STREET, SUITE 757		Project City CONCORD	Project Zip Code 94510	Project Phone 510.015.1111
				Date 8-10-09

Regarding the following: Plans for the new construction residence at the above address with change order made as per our conversation on 8-14-09.

We are sending you \_\_\_\_\_ of the following:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> As requested                         | <input type="checkbox"/> Contract             | <input type="checkbox"/> Express Mail          |
| <input type="checkbox"/> Separate copy                        | <input type="checkbox"/> Subcontract          | <input type="checkbox"/> First Class Mail      |
| <input type="checkbox"/> Attached                             | <input type="checkbox"/> Change Order(s)      | <input type="checkbox"/> Priority Mail         |
| <input type="checkbox"/> Review(s) noted                      | <input type="checkbox"/> Plans                | <input type="checkbox"/> Hand Delivery         |
| <input type="checkbox"/> Revised for final approval           | <input type="checkbox"/> Original Transmittal | <input type="checkbox"/> Facsimile             |
| <input type="checkbox"/> Approved as noted                    | <input type="checkbox"/> Specifications       | <input type="checkbox"/> e-Mail                |
| <input type="checkbox"/> Unapproved                           | <input type="checkbox"/> _____                | <input type="checkbox"/> Courier               |
| <input type="checkbox"/> Executed                             | <input type="checkbox"/> _____                | <input type="checkbox"/> UPS                   |
| <input type="checkbox"/> For Your Records                     | <input type="checkbox"/> _____                | <input type="checkbox"/> FedEx                 |
| <input type="checkbox"/> For Your e-Filed Information         | <input type="checkbox"/> _____                | <input type="checkbox"/> Airborne              |
| <input type="checkbox"/> For Your Review and Comment          | <input type="checkbox"/> _____                | <input type="checkbox"/> DHL                   |
| <input type="checkbox"/> For Your Use and Distribution        | <input type="checkbox"/> _____                | <input type="checkbox"/> _____ Leather Express |
| <input type="checkbox"/> For Your _____                       | <input type="checkbox"/> _____                |  |
| <input type="checkbox"/> For Your Correction and Resubmission | <input type="checkbox"/> _____                |  |
| <input type="checkbox"/> For Your Signature                   | <input type="checkbox"/> _____                |  |
| <input type="checkbox"/> For Quotation                        | <input type="checkbox"/> _____                |  |
| <input type="checkbox"/> For Construction                     | <input type="checkbox"/> _____                |  |
| <input type="checkbox"/> Specify other here _____             | <input type="checkbox"/> _____                |  |
| <input type="checkbox"/> Specify other here _____             | <input type="checkbox"/> _____                |  |

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_

Copies To: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

By \_\_\_\_\_ Title Contractor Date 9-20-2009