

# XYZ CONTRACTORS

## TRANSMITTAL

**XYZ Contractors**  
*"When you need it done right!"*  
 4444 Fifth St., Suite 666  
 Lancaster, CA 93535  
 Phone (661) xxx-xxxx  
 Cell (661) xxx-xxxx  
 Ca. Contr. Lic. #000000

Company Receiving Documents <b>JOHN Q. CUSTOMER</b>		Address <b>949 GRANT ST, BENICIA, CA 94510</b>			
Person To Receive Documents <b>JOHN CUSTOMER</b>		Phone <b>707-747-4735</b>	Fax <b>800-820-5656</b>		
Project Address <b>747 BOEING ST, SUITE 757</b>		Project City <b>CONCORD</b>	Project Zip Code <b>94510</b>	Project Phone <b>510-015-1111</b>	Date <b>8-10-03</b>

Regarding the following: Plans for the new construction residence at the above address with changes made as per our conversation on 8-14-03.

We are sending you 2 copies of the following:

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> As Requested                         | <input checked="" type="checkbox"/> Contract                                     | <input checked="" type="checkbox"/> Via Overnight Mail    |
| <input checked="" type="checkbox"/> Under Separate cover                 | <input checked="" type="checkbox"/> Subcontract                                  | <input checked="" type="checkbox"/> Via Regular Mail      |
| <input checked="" type="checkbox"/> Attached                             | <input checked="" type="checkbox"/> Change Order                                 | <input checked="" type="checkbox"/> Via Hand Delivery     |
| <input checked="" type="checkbox"/> Revised for final approval           | <input checked="" type="checkbox"/> Plans  | <input checked="" type="checkbox"/> Via Facsimile         |
| <input checked="" type="checkbox"/> Approved as noted                    | <input checked="" type="checkbox"/> Specifications                               | <input checked="" type="checkbox"/> Via Courier           |
| <input checked="" type="checkbox"/> Unapproved                           | <input checked="" type="checkbox"/> Shop Drawings                                | <input checked="" type="checkbox"/> Via <u>UPS GROUND</u> |
| <input checked="" type="checkbox"/> Executed                             | <input checked="" type="checkbox"/> List of Materials                            |   |
| <input checked="" type="checkbox"/> For Your Records                     | <input checked="" type="checkbox"/> Invoice                                      |   |
| <input checked="" type="checkbox"/> For Your Use and Information         | <input checked="" type="checkbox"/> Payroll Affidavit                            |   |
| <input checked="" type="checkbox"/> For Your Review and Comment          | <input checked="" type="checkbox"/> Letter                                       |   |
| <input checked="" type="checkbox"/> For Your Use and Distribution        | <input checked="" type="checkbox"/> <u>Specify other instruction here</u>        |   |
| <input checked="" type="checkbox"/> For Your Approval                    | <input checked="" type="checkbox"/> <u>Specify second other instruction here</u> |   |
| <input checked="" type="checkbox"/> For Your Correction and Resubmission |  |   |
| <input checked="" type="checkbox"/> For Your Signature                   |  |   |

Remarks: These are the new set sent over by the architect. We still need to have them looked at by the engineer before submitting them to the building department.

**This is Form TRN  
 Transmittal  
 CALL ACT Contractors Forms at  
 1-(800) 820-5656  
 to ORDER**

Copies To: Tom Jones, George Jones, Jones Jones

By \_\_\_\_\_ 9-20-2000  
 date