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| moseal | STATE OF MISSOURI  OFFICE OF ADMINISTRATION  DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION  **LETTER OF TRANSMITTAL** | | | | | | | | | | | | PROJECT NUMBER | | |
|  |  | | | | | | | | | | | | DATE | | |
| PROJECT TITLE | | | | | | | | | | | | | | | |
| PROJECT LOCATION | | | | | | | | | | | | | | | |
| TO | | | | | | | | | | | | | | | |
| ADDRESS | | | | | | | | | | | | | | | |
| FROM | | | | | | | | | | | | | | | |
| ADDRESS  , | | | | | | | | | | | | | | | |
| WE ARE SENDING YOU  THE FOLLOWING ITEMS: | | | | | | | | | | | | | | | |
| Shop Drawings | | | Prints | | | | Plans | | | Samples | | | | Specifications | |
| Copy of Letter | | | Contract Change | | | | Other |  | | | | | | |  |
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| COPIES | | DATE | | NO. | | 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 | | | | | Return for correction | | | | Return - | | | corrected prints | | | |
| For review & comment | | | | | FOR BIDS DUE | | | | PRINTS RETURNED AFTER LOAN TO US | | | | | | |
| Other | | | | | | | | | | | | | | | |
| REMARKS | | | | | | | | | | | | | | | |
| COPY TO: | | | | | | | | | | | SIGNED | | | | |

MO 300-0170 (06/12)