



Submittal Letter <Project Name>

Project Id:

555

Issued by:

Submitted to:

Main Contractor:

Main Contractor LTD

Employer:

Empl Develop LLC

Project Managers:

PM Company SA

Consultant:

LTD Design

Date:

Sub No.:

Revision:

Submittal Type

- SHOP DRAWINGS METHOD STATEMENT SUBCONTRACTOR / SUPPLI SIPC
 MATERIAL SUBMITTAL PROGRAMME TESTS

Enclosures

- DRAWINGS SKETCHES SAMPLES
 SPECIFICATIONS SHOP DRAWINGS CATALOG CUTS/DATA
 OTHERS

Purpose

- FOR YOUR INFORMATION & USE SUBMITTED FOR APPROVAL OTHERS
 DISTRIBUTE COPIES AS REQUESTED

Attachments

DIV:	Reference	Date	Prepared / Submitted by	Description

Compliance Statement: The issuer hereby confirms that the submitted items have been reviewed in detail and are correct and in strict conformance with the Contract Documents except otherwise stated.

Distribution: This transmittal and its attachements shall be distributed as follows:

Issuer Representative:

Name:

Date:

Signature: **X**

Receiver Acknowledgment

Received On: / /

Received By:

Receiver Comments:

- A - Approved
 B - Approved as noted
 C - Resubmit as Noted
 D - Rejected
 E - For Information

.....

.....

.....

.....

.....

Consultant Representative: _____

X

Date: _____

The contractor's approval shall not in any way relieve the subcontractor of his obligation under the Contract. The subcontractor shall be solely responsible for the soundness and the correctness of the submitted Materials and Documents