



# Transmittal Cover Sheet

**Project Name:** RID Bridge Rehab

**Project #:** AA-9876

**Contract #:** K12345

**Task #:** 1

**Date:** 11/30/2017

**Reference Number:** 1

**Transmitted To**

John Doe  
ABC Company  
123 Wacker Drive  
Chicago, IL 60603

**Transmitted By**

Mike Smith  
Metra  
547 W. Jackson Blvd.  
Chicago, IL 60661

**Package Transmitted For**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Information  | <input type="checkbox"/> Returned                 |
| <input checked="" type="checkbox"/> As Requested | <input type="checkbox"/> Approved as Noted        |
| <input type="checkbox"/> Review                  | <input type="checkbox"/> Approval                 |
| <input checked="" type="checkbox"/> Comments     | <input type="checkbox"/> Signature                |
| <input type="checkbox"/> Submission              | <input type="checkbox"/> Returned for Corrections |
| <input type="checkbox"/> Other                   |   |

**Delivered Via**

FedEx

**Tracking Number**

1254522542

| Item # | Qty | Item | Reference | Description              | Notes | Status |
|--------|-----|------|-----------|--------------------------|-------|--------|
| 1      | 3   | DWG  | N/A       | 40% Design Plan Comments |       |        |

| Cc: | Company Name | Contact Name | Copies | Notes |
|-----|--------------|--------------|--------|-------|
|     | Metra        | Bill Jones   | 1      |       |

**Remarks**

The attached plans have been reviewed as noted.

*Mike Smith*

Signature

11/30/2017

Signed Date