Drawing transmittal

Record of drawings issued · keep with the drawing register

Project		**Transmittal no.**	TR-
From	Firm, person	**Date**	
To	Firm, person	**Copy to**	
Issued for	☐ Approval ☐ Information ☐ Tender ☐ Construction (GFC) ☐ As-built		
Sent as	☐ Prints ☐ PDF ☐ DWG / DXF ☐ Other: _____		

Drawings issued

No.	Drawing no.	Title	Rev.	Rev. date	Format	Copies
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Remarks
What changed, and anything the receiver must act on.

☐ Superseded revisions of the drawings above are to be withdrawn from site or marked SUPERSEDED.

Acknowledgement of receipt

Received by	Name	**Firm**	
Date received		**Signature**	