WESTERN MICHIGAN UNIVERSITY

Facilities Management						
Projects/ Construction						
1903 West Michigan Avenue						
Kalamazoo, Michigan 49008						
Phone: (269) 387- 8546						
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TRANSMITTAL LETTER

то:				DATE: ATTENTION RE:	PROJECT NO: ON:		
WE ARE SENDING YOU			Attached	Under separ	ate cover via	the following items:	
	Shop Drawings			Plans	Samples	Specifications	
Submittals		Cost Estima	Cost Estimate / Change order				
COPIES	COPIES DATE				DESCRIPTION		
THESE AR	E TRANSMITTE				_		
	For approval		Approved as submitted		Resubmit	copies for approval	
	For your use		Approved as noted		Submit	copies for distribution	
	As requested		Returned for corrections		Return	corrected prints	
	For review	and comme	ent Other				
		DATE			PRINTS RETU	IRNED AFTER LOAN TO US	
REMARKS:							
COPY TO:							
SIGNED:							
FM-112				Revised 0310			