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| --- |
| **DAS Construction Services Transmittal Letter** |
|  |  |
| **To:** | **From DAS Construction Services:** |
|       | Name: |       |
|       | Title: |       |
|       | State of Connecticut  |
|       | Department of Administrative Services (DAS) |
|       | Unit Name: |       |
|       | Suite No.: |       |
|       | 450 Columbus Boulevard |
|       | Hartford, Connecticut 06103 |
| **Date:** |       | **Phone:** |       |
|  |
| **Project Information:** |
| Project Number: |       |
| Project Title: |       |
| Project Location: |       |
|  |
| **You are being sent the following:** |
| [ ]  Attached | [ ]  Under separate cover via: |       |
| [ ]  Drawings | [ ]  Change Order | [ ]  Other:-       |
| [ ]  Specifications | [ ]  Modification Requests |
| [ ]  Review Comments & Recommendations | [ ]  Report |
|  |
| **Item No.** | No. of Copies | Date | Description | Action Code\* |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|  |
| **\*Action Code:**  |
|  | **None** | No Action Required. |
| **(A)** | See instructions on item transmitted. |
| **(B)** | For signature only. Once signed, please return to the person noted above. |
| **(C)** | For signature and forwarding as noted below under REMARKS. |
| **(D)** | Action required as noted below under REMARKS. |
|  |  |  |
| **These Item(s) are transmitted as checked below:** |
| [ ]  For Your Approval | [ ]  As Requested | [ ]  Acknowledge receipt of enclosures |
| [ ]  For Your Records | [ ]  For Review & Comment | [ ]  Return enclosures to us |
| [ ]  For Your Information | [ ]  For Distribution to Parties |  |
|  |
| **Remarks:** |
|       |
| **Copies To:** | **(with enclosures)** | **[ ]**  |  |
|       | [ ]  |  |       | [ ]  |
|       | [ ]  |  |       | [ ]  |
|       | [ ]  |  |       | [ ]  |