**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**INTRADEPARTMENTAL CORRESPONDENCE**

**REFERRED TO**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 REFERRED FOR ACTION

 ANSWER FOR MY SIGNATURE

 FOR FILE

 FOR YOUR INFORMATION

 FOR SIGNATURE

 RETURN TO ME

 PLEASE SEE ME

 PLEASE TELEPHONE ME

 FOR APPROVAL

 PLEASE ADVISE ME

\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_



State Project H.XXXXXX

Project Name XXXX

Route XXX

Parish XXXX

**MEMORANDUM**

**TO: MR. GREGORY J. COCO, P.E.**

 **STRUCTURAL FABRICATION ENGINEER**

**FROM: XXXXXXX XXXXXXXX**, P.E.

 **BRIDGE DESIGN TASK MANAGER**

**DATE: XXXXXX**

**SUBJECT: Submittal for Review - Paper Reproductions Transmittal**

**(The following wording addresses Shop Drawings. For contract specified paper reproductions of other submittal types, modify language, attached table and attachment list as needed.)**

This office has completed review of the (submittal description) and has stamped the submittal “Accepted in accordance with LSSRB 105.02.” We have transmitted the accepted electronic version of this submittal to the Contractor.

Please retrieve the (4) full-scale paper reproductions from our office for further distribution according to your office procedures.

The attached table shows the paper reproductions contents.

XXX:xxx

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

RECOMMENDED FOR APPROVAL DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

RECOMMENDED FOR APPROVAL DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

RECOMMENDED FOR APPROVAL DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

APPROVED DATE

**REFERRED TO**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 REFERRED FOR ACTION

 ANSWER FOR MY SIGNATURE

 FOR FILE

 FOR YOUR INFORMATION

 FOR SIGNATURE

 RETURN TO ME

 PLEASE SEE ME

 PLEASE TELEPHONE ME

 FOR APPROVAL

 PLEASE ADVISE ME

\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

**Paper Reproduction Contents**

|  |  |  |
| --- | --- | --- |
| **Sheet No.** | **Revision** | **Description** |
| xxxxxx | x | Xxxxxx |
| xxxxxx | x | Xxxxxx |
| xxxxxx | x | Xxxxxx |
| xxxxxx | x | Xxxxxx |
| xxxxxx | x | Xxxxxx |
| xxxxxx | x | Xxxxxx |
| xxxxxx | x | Xxxxxx |
| xxxxxx | x | Xxxxxx |