



## LETTER OF TRANSMITTAL

### Sender's Information

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Office Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

TO: \_\_\_\_\_ ATTN: \_\_\_\_\_

RE: \_\_\_\_\_ DATE: \_\_\_\_\_

### **WE ARE SENDING YOU THE FOLLOWING:**

<b>DOCUMENTS ATTACHED</b>	
If on City Council Agenda:	General Business      Consent Agenda
AGENDA ITEM#:	COUNCIL MEETING DATE:

Originals	Document Description	Contract #	Vendor Name

### **Document Instructions:**

Obtain Signatures.      Sign/Attest Documents.  
 Place in OnBase and Keep Original.  
 Have Recorded, Place in OnBase and Keep Original.

**Return Instructions:**      Return original to me.

**SIGNED BY:** \_\_\_\_\_