



LETTER OF TRANSMITTAL

Sender's Information

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

TO: _____ ATTN: _____

RE: _____ DATE: _____

WE ARE SENDING YOU THE FOLLOWING:

| DOCUMENTS ATTACHED | | | |
|----------------------------|--|-----------------------|----------------|
| 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: | _____ |