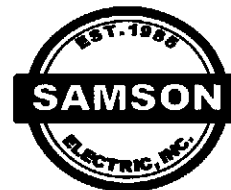


**Fairbanks Office:**   
3125 N. Van Horn Rd.  
Fairbanks, Ak. 99701  
Phone: (907) 451-0252  
Fax: (907) 451-6103

**Anchorage Office:**   
129 W. Potter Drive  
Anchorage, Ak. 99518  
Phone: (907) 336-1258  
Fax: (907) 336-1254



Web: [www.sei-ak.com](http://www.sei-ak.com)

**TO:**

**DATE:**

**REF:**

**ATTN:**

**WE ARE SENDING YOU:**

- Shop drawings
- Letter
- Prints
- Change Order
- Plans
- Samples
- Specifications
- Other \_\_\_\_\_

**SUBMITTED FOR:**

- Approval
- Your Use
- As Requested
- Review and Comment

**ACTION TAKEN:**

- Approved as Submitted
- Approved as Noted
- Returned After Loan
- Resubmit
- Submit
- Returned
- Returned for Corrections
- Due Date: \_\_\_\_\_

**SENT VIA:**

- Attached
- Separate Cover Via: \_\_\_\_\_

FOR BIDS DUE \_\_\_\_\_ 20\_\_\_\_

**COPIES      DATE      NO.      DESCRIPTION**

COPIES	DATE	NO.	DESCRIPTION

**REMARKS:**

Please do not hesitate to contact our office if there are any questions. Regards,

SIGNED : \_\_\_\_\_

**FOR  
HAND CARRY  
ONLY**

**RECEIVED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_