Transmittal Explanation items.

1. **Select Department**: Select from the different options the department to which the document you are transmitting corresponds.

2. **Document Type:** Select the type of document being transmitted.
   Examples:
   - Recertification Report.
   - Inspection Report.
   - QA Checklist.
   - Structural Calculation Package.

3. **Transmittal Number:** A unique identifier for tracking the document.

4. **Project Manager:** The person responsible for managing the project, responsible for supervising it, not necessarily the creator of the document.

5. **List of Documents Attached:** Enumerate all the items being transmitted with this letter.
   Examples:
   - 1. Structural Recertification Report.
   - 2. Field Inspection Photos (10 sheets).
   - 3. Previous Inspection Report (As Reference).

6. **Project Name:** The full project name with the project number.

7. **Project Task:** In engineering, it refers to the percentage of progress of a project, or the phase the project is in when talking about inspections**.**

8. **Project Note:** This field must contain one or more of the following items, as applicable.
   - Any additional relevant comment or context for the recipient.
   - Inspection dates.
   - Special instructions to ensure that no important steps are omitted, e.g., sign pages 5 and 9, see sheet 501 detail “A”, etc.

9. **Document created by:** The author or preparer of the document.

10. **Review by:** The person who reviewed the document before final approval.

11. **Approved by:** The final approver, often a licensed Professional Engineer.

12. **Delivered by:** The person who delivered the document for approval.

13. **Delivered Date/Time:** The date and time the document was delivered.

14. **Due Date:** The date on the document must be delivered with signature and stamp to the customer or for internal use.

15. **Link(s) to Document(s) cited:** This section will eventually include hyperlinks leading directly to the cited documents (in the digital version). For now, it must be completed manually.