HEXATECH	**Transmittal Note**	Issue No.: 1 Revision Date: 0	Document Effective Date: 01 Mar 2017	Page 1 of 1 Document Ref: ENG-REC-TN

To:	TN No: TN Date:

Project Name / Purpose:

Please find forward / attached herewith:

☐ Equipment	☐ BQs / Schedule	☐ Drawings / Documents Attached
☐ Material / Component	☐ Specifications	☐ Reports Attached
☐ Samples	☐ Photographs Attached	☐ Other: ……

For the following action:

☐ For Approval	☐ Loan & Return	☐ Information Only
☐ Project / Maintenance Use	☐ Tender / Quotation	☐ As Requested
☐ Warranty Repair / Replace	☐ Awarded P.O./Contract	☐ Other: ……

No.	Item Description	Brand / Model / Serial No. / Document Ref. No. / Drawing No.	Quantity

Issued / Send:

☐ By Hand ☐ By Post ☐ By Courier ☐ By Email ☐ By Despatch

Issued / Hand Over by:	Received / Take Over by:
Signature:	Signature:
Name :	Name :
Company Chop:	Company Chop:
Date :	Date :