| **Transmittal No:** | | | | | | **XXXXXXXXXX-XXX-ID0-TX-0000XX** | | | | | | | | | | | | | | | **رقم الإحالة:** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| **Date:** | | | | | |  | | | | | | | | | | | | | | | **التاريخ:** | | | | |
| **From:** | | | | | | | | | | | | **من:** | | | | | | | | | | | | | |
| Project Document Management Team | | | | | | | | | | | | فريق إدارة الوثائق بالمشروع | | | | | | | | | | | | | |
| Project Company Name | | | | | | | | | | | | اسم الشركة بالمشروع | | | | | | | | | | | | | |
| Address line 1 | | | | | | | | | | | | العنوان 1 | | | | | | | | | | | | | |
| Address line 2 | | | | | | | | | | | | العنوان2 | | | | | | | | | | | | | |
| Address line 3 | | | | | | | | | | | | العنوان3 | | | | | | | | | | | | | |
| County | | | | | | | | | | | | البلد | | | | | | | | | | | | | |
| Phone Number | | | | | | | | | | | | هاتف رقم | | | | | | | | | | | | | |
| **To:** | | | | | | | | | | | | **الى:** | | | | | | | | | | | | | |
| Reviewers Name | | | | | | | | | | | | اسم المراجع | | | | | | | | | | | | | |
| Receiving Company Name | | | | | | | | | | | | اسم الشركة المستلمة | | | | | | | | | | | | | |
| Address line 1 | | | | | | | | | | | | العنوان 1 | | | | | | | | | | | | | |
| Address line 2 | | | | | | | | | | | | العنوان2 | | | | | | | | | | | | | |
| Address line 3 | | | | | | | | | | | | العنوان3 | | | | | | | | | | | | | |
| County | | | | | | | | | | | | البلد | | | | | | | | | | | | | |
| Phone Number | | | | | | | | | | | | هاتف رقم | | | | | | | | | | | | | |
| **Project / Dept.:** | | | | | |  | | | | | | | | | | | | | | | **المشروع / قسم:** | | | | |
| **Subject:** | | | | | |  | | | | | | | | | | | | | | | **الموضوع:** | | | | |
| The following is being transmitted: | | | | | | | | | | | | تمت إحالة ما يلي: | | | | | | | | | | | | | |
|  | | المخططات  Drawings | | | | | | |  | | المطبوعات  Prints | | | |  | الرسومات  Plans | | | |  | | | | | العينات  Samples |
|  | | المواصفات  Specification | | | | | | |  | | نسخة من الخطاب  Copy of Letter | | | |  | أمر تغييري  Change Order | | | |  | | | | | إجراءات  Procedures |
|  | | وثائق المقاول  Contractor Documents | | | | | | |  | | مستخلصات/ مطالبات تكاليف  Invoices / Expense Claims | | | |  | Other | | | | | | | أخرى | | |
| ..................................................................... | | | | | | | | | |
| **الحالة**  **Status** | | | **العنوان**  **Title** | | | | | | | | | | | | **مراجعة**  **Rev** | | **وثيقة رقم**  **Document No** | | | | | | | | |
|  | | |  | | | | | | | | | | | |  | |  | | | | | | | | |
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|  | | مرفقات  Attached | | | | | | | | | | | | |  | File Transfer Protocol (FTP) | | | | | | | | | بروتوكول نقل الملفات |
| ..................................................................... | | | | | | | | | |
| **Transmitted via** | | | | | | | | | | | | | **تمت الإحالة عبر** | | | | | | | | | | | | |
|  | تسليم إليكتروني  Electronic Delivery | | | | | |  | تسليم نسخة ورقية Hard Copy Delivery | | | | |  | البريد المسجل Registered Mail | | | | |  | | | الناقل  Courier | | | |
|  |  | | | | | |  |  | | | | |  |  | | | | |  | | |  | | | |
|  | للموافقة  For Approval | | | | | |  | للعلم  For Information | | | | |  | غير معتمد – يُعاد التقديم  Not Approved – Resubmit | | | | |  | | | مرفوض / يُعاد التقديم  Rejected / Resubmit | | | |
|  | مصرَح بالاستخدام  For Use | | | | | |  | يُعتمد  Approved | | | | |  | للمراجعة وإبداء الملاحظات  For Review and Comment | | | | |  | | | يعتمد مع ملاحظات - يُعاد تقديمه  Approved with Comments - Resubmit | | | |
|  | تم الإلغاء  Canceled | | | | | |  | حسب الملاحظات الواردة  As Noted | | | | |  | Other | | | | | | | | أخرى | | | |
| ..................................................................... | | | | | | | | | | | |
| **Remarks** | | | | | | | | | | | | | **ملاحظات** | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Copy to | | | | ............................ | | | | | | نسخة إلى | | | Signed | | | | | ................................. | | | | | | وقعه | |
| Received by  (Name & Signature) | | | | | ........................... | | | | | استلمه  (الاسم والتوقيع) | | | Date  (Stamp) | | | | | ................................. | | | | | | التاريخ  )الختم ( | |