## Document Distribution Record

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date: | Click here to enter a date. | Document | Set of Plans | $       |
| Proj, No.: |       | Price | Project Manuals | $       |
| Proj. Name: |       | List | Complete Set (Plans & Proj. Manual) | $       |
| USF Bldg. No.: |       |  | Per Sheet of Drawings | $       |
| Prepared by: |      , A/E |  | Per Page of Project Manual | $       |

| **SET NO.** | **DOCUMENTS**(No. of Sets) | **ADDENDA** | **PARTIAL SETS(Description)** | **RECORD OF DEPOSITS RECEIVED & REFUNDED** | **NAME & ADDRESS** | **REMARKS** |
| --- | --- | --- | --- | --- | --- | --- |
| Date**Issued** | Amount **Received\*** | **Ck.** or **Cash** | Date **Returned** | Amount **Refunded** |
| **Plans** | **Proj. Man.** | **1** | **2** | **3** | **4** | **5** |
| 1 |  |  |  |  |  |  |  |  |  | $ |  |  | $ |  |  |
| 2 |  |  |  |  |  |  |  |  |  | $ |  |  | $ |  |  |
| 3 |  |  |  |  |  |  |  |  |  | $ |  |  | $ |  |  |
| 4 |  |  |  |  |  |  |  |  |  | $ |  |  | $ |  |  |
| 4 |  |  |  |  |  |  |  |  |  | $ |  |  | $ |  |  |
| 6 |  |  |  |  |  |  |  |  |  | $ |  |  | $ |  |  |
| 7 |  |  |  |  |  |  |  |  |  | $ |  |  | $ |  |  |
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| 9 |  |  |  |  |  |  |  |  |  | $ |  |  | $ |  |  |
| 10 |  |  |  |  |  |  |  |  |  | $ |  |  | $ |  |  |
| 11 |  |  |  |  |  |  |  |  |  | $ |  |  | $ |  |  |
| 12 |  |  |  |  |  |  |  |  |  | $ |  |  | $ |  |  |
| 13 |  |  |  |  |  |  |  |  |  | $ |  |  | $ |  |  |
| 14 |  |  |  |  |  |  |  |  |  | $ |  |  | $ |  |  |
| 15 |  |  |  |  |  |  |  |  |  | $ |  |  | $ |  |  |
|  | \*Insert N/C (No Charge) where applicable & explain under "Remarks". |

**File:** PSG-Exhibit 9-Document Distribution Record.docx