## Document Distribution Record

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| --- | --- | --- | --- | --- |
| 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** |
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|  | | | | | | | | | | \*Insert N/C (No Charge) where applicable & explain under "Remarks". | | | | | |

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