

Transmittal

Files can be trafficked and transmitted many ways, depending on the client's preferences and established processes.



Regardless of the system, we use organized methods of communication to make sure all participants know when they are "at bat." In many cases, notifications for transmittals are generated by a project's CMS or tracking tool such as SmartSheets or the Task Planner in Teams.

Here's a very simple example of an email transmittal protocol for letting a team member know it's her turn to work on a file:

To Mary Jo Editor

Bcc

Cc Ralph Project-Manager

TRANSMITTAL: PRO-00204 Project Name - Unit 1 First Pass pages to Client Review

Greetings Client Friend,

Please find at the link below the Unit 1 first pages for your review:

 [09_1R from PROD](#)

When you have completed your review, please notify the project manager via reply to this email, and post the PDF markups to this folder:

 [10_1R PDF from SME to CK](#)

Your review is due on X/X/2021.

Thanks, and please let me know if you have any questions.

CL

Cheerful Content Lead

Executive Editor

c.lead@sixredmarbles.com

sixredmarbles

Always a Student