

## Instructions for Ordering Sample Transmittal Cards

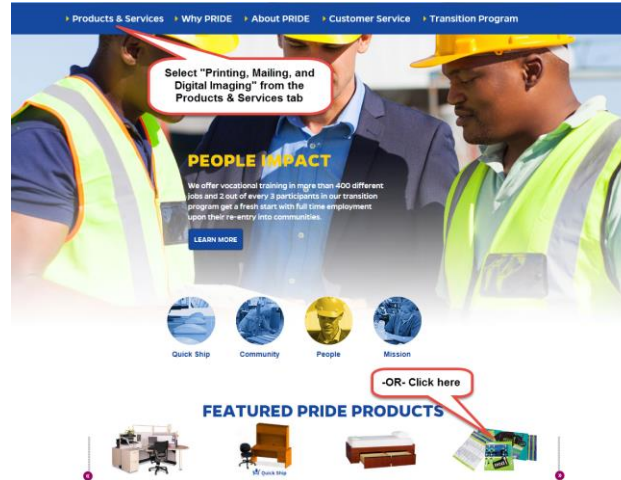
From P.R.I.D.E. (for hard copy)

- Go to: <https://www.pride-enterprises.org/>
- Once at the web site, you need to access the Printing, mailing, and Imaging section

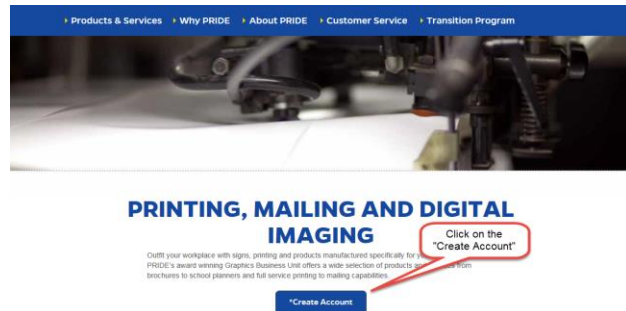
- You can select the Product & Services tab

--OR--

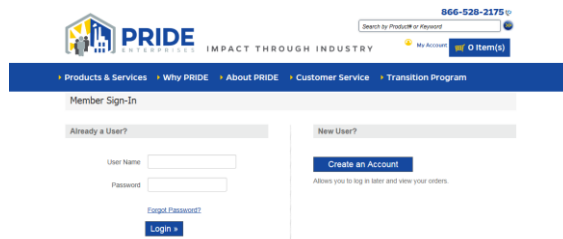
- Click on the pamphlet icon lower down the page (depending on how your screen opens, you may need to scroll through the selections to find the correct icon)



- You will need to click on “Create Account” to move further – This take to the log in area if you already have created an account with P.R.I.D.E.



- Here you can log in and shop.
- If you need to create an account, click “Create an Account” and follow the prompts through the process.



- Note: there are two Versions of the Sample Transmittal Card:  
The order number for the Project Sample Transmittal Card is:  
**3DOTProgramSampl** (no “e”)  
The order number for the Program Sample Transmittal Card is:  
**3DOTProjectSampl** (no “e”)  
You can access form instructions be following the steps below:

From the Office of Organization, Forms and Procedures

(Using this process will require you to make your own copies of the Sample Transmittal Form)

- Go to the online web site at <http://www.dot.state.fl.us/proceduraldocuments/>
- Click on <**FORMS**>
- Click on Download Forms <**By Number**>
- Click on <**6 00**>
- Page down until you find **675-050-4A – Project Sample Transmittal Card**  
--OR-- **675-050-4B – Program Sample Transmittal Card**
- Click on the read-only Adobe (pdf) formatted form
  - Adobe allows you to print your own form
- **Note: There are form specific instructions that you can click on**

675-050-10	Delivery Ticket for Non Structural Concrete	03/2012	Word Read-Only PDF	Details
675-050-4A	Project Sample Submittal Form - <a href="#">Form Instructions</a> <b>UPDATED</b>	09/2016	Read-Only PDF	Details
675-050-4B	Program Sample Submittal Form - <a href="#">Form Instructions</a> <b>UPDATED</b>	09/2016	Read-Only PDF	Details
675-060-05	Patterned Crosswalk Friction Report	12/2011	Excel	Details
675-060-10	Asphalt Pavement Straightedge Test Report - <a href="#">Form Instructions</a>	03/2008	Read-Only PDF Excel	Details

--OR--from the Materials web site

- Go to the online web site at <http://www.dot.state.fl.us/statematerialsoffice/>
- Click on <**Documents and Publications**>
- Scroll down to <**C-22 (Sample Transmittal) Cards - General Instructions**>
- Select either <**Project**> or <**Program**>

**S - T**

- [Sample Delivery Process](#) (McDonald)
- [Sample Transmittal Ordering Instructions](#) (Hughes)
- [Sample Transmittal General Instructions - Program Samples](#) (Hughes)
- [Sample Transmittal General Instructions - Project Samples](#) (Hughes)
- [Sampling, Testing and Reporting Guide \(STRG\)](#) From LIMS