

CONSTRUCTION SUBMITTAL FORM TEMPLATE

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CONSTRUCTION SUBMITTAL

| SUBMITTAL ID | PROJECT ID | PROJECT NAME | DATE |
|--------------|------------|--------------|------|
| | | | |

SUBMITTED TO

SUBMITTAL TYPE

| | | | | | |
|--|-------------------|--------------|-------------------------|---------------------------|--------------------|
| | SHOP DRAWING | PRODUCT DATA | REQUEST FOR INFORMATION | COMP. FORM / QUALITY REC. | QUALITY SYSTEM DOC |
| | OTHER (DESCRIBE): | | | | |

DESCRIPTION OF SUBMITTAL

ATTACHMENTS

COMMENTS

CLIENT POINT OF CONTACT

REVIEW STATUS

| | | | | | |
|--|-------------------|----------|-------------------|------------------------|-----------------------|
| | PENDING | APPROVED | APPROVED AS NOTED | DISAPPROVED – RESUBMIT | INCOMPLETE – RESUBMIT |
| | OTHER (DESCRIBE): | | | | |

| PREPARED BY | PREPARER TITLE | DATE | APPROVED BY | APPROVING PARTY TITLE | DATE |
|-------------|----------------|------|-------------|-----------------------|------|
| | | | | | |

CONSTRUCTION SUBMITTAL CHANGE ORDER

| CHANGE ID | PROJECT ID | PROJECT NAME | DATE |
|-----------|------------|--------------|------|
| | | | |

CHANGE REQUESTED BY

| | | | | | | | | | |
|--------------|--|--|----------------------|--|-----------------------|--|-------------------|--|----------|
| SUBMITTED TO | | | SELF / COMPANY | | CLIENT | | ARCHITECT | | ENGINEER |
| SUBMITTED BY | | | CONSTRUCTION MANAGER | | CODE ENFORC. OFFICIAL | | OTHER (DESCRIBE): | | |

DESCRIPTION OF CHANGE ORDER

JUSTIFICATION

SUPPORTING DOCUMENTS

| | |
|--|--|
| | |
|--|--|

TIME / SCHEDULE IMPACT?

YES

NO

NUMBER OF DAYS:

REASON FOR TIME / SCHEDULE IMPACT

SUPPORTING DOCUMENTS

| | |
|--|--|
| | |
|--|--|

BUDGET IMPACT?

YES

NO

AMOUNT \$:

REASON FOR BUDGET IMPACT

SUPPORTING DOCUMENTS

| | |
|--|--|
| | |
|--|--|

| CLIENT APPROV. PARTY | TITLE | DATE OF APPROVAL | CO. APPROV. PARTY | TITLE | DATE OF APPROVAL |
|----------------------|-------|------------------|-------------------|-------|------------------|
| | | | | | |

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