



# SUBMITTAL TRANSMITTAL

Project: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ A/E Project Number: \_\_\_\_\_

**TRANSMITTAL** To (Contractor): \_\_\_\_\_ Date: \_\_\_\_\_ Submittal No. \_\_\_\_\_  
**A** From (Subcontractor): \_\_\_\_\_ By: \_\_\_\_\_  Resubmission

Qty.	Reference / Number	Title / Description / Manufacturer	Spec. Section Title and Paragraph / Drawing Detail Reference

- |  |   |
|--|---|
| <input type="checkbox"/> Submitted for review and approval<br><input type="checkbox"/> Resubmitted for review and approval<br><input type="checkbox"/> Complies with contract requirements<br><input type="checkbox"/> Will be available to meet construction schedule<br><input type="checkbox"/> A/E review time included in construction schedule | <input type="checkbox"/> Substitution involved - Substitution request attached<br><input type="checkbox"/> If substitution involved, submission includes point-by-point comparative data or preliminary details<br><input type="checkbox"/> Items included in submission will be ordered immediately upon receipt of approval |
|--|---|
- Other remarks on above submission: \_\_\_\_\_  One copy retained by sender

**TRANSMITTA** To (A/E): \_\_\_\_\_ Attn: \_\_\_\_\_ Date Rec'd by Contractor: \_\_\_\_\_  
**L B** From (Contractor): \_\_\_\_\_ By: \_\_\_\_\_ Date Trnsmt'd by Contractor: \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Approved<br><input type="checkbox"/> Approved as noted | <input type="checkbox"/> Revise / Resubmit<br><input type="checkbox"/> Rejected / Resubmit |
|---|--|
- Other remarks on above submission: \_\_\_\_\_  One copy retained by sender

**TRANSMITTA** To (Contractor): \_\_\_\_\_ Attn: \_\_\_\_\_ Date Rec'd by A/E: \_\_\_\_\_  
**L C** From (A/E): \_\_\_\_\_  Other By: \_\_\_\_\_ Date Trnsmt'd by A/E: \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Approved<br><input type="checkbox"/> Approved as noted<br><input type="checkbox"/> Not subject to review<br><input type="checkbox"/> No action required<br><input type="checkbox"/> Revise / Resubmit<br><input type="checkbox"/> Rejected / Resubmit<br><input type="checkbox"/> Approved as noted / Resubmit | <input type="checkbox"/> Provide file copy with corrections identified<br><input type="checkbox"/> Sepia copies only returned<br><input type="checkbox"/> Point-by-point comparative data required to complete approval process<br><input type="checkbox"/> Submission Incomplete / Resubmit |
|---|--|
- Other remarks on above submission: \_\_\_\_\_  One copy retained by sender

**TRANSMITTA** To (Subcontractor): \_\_\_\_\_ Attn: \_\_\_\_\_ Date Rec'd by Contractor: \_\_\_\_\_  
**L D** From (Contractor): \_\_\_\_\_ By: \_\_\_\_\_ Date Trnsmt'd by Contractor: \_\_\_\_\_

Copies:  Owner  Consultants  \_\_\_\_\_  \_\_\_\_\_  One copy retained by sender

