

## Submittal Cover

Submittal No.:

Contract No.:

Contract For:

Contractor:

Subcontractor:

Owner Name:

Project Name:

MEMASI Project No.:

## Submittal Information

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1<sup>ST</sup>

Submission Date:

1<sup>st</sup>

Re-Submittal Date:

2<sup>nd</sup>

Re-Submittal Date:

Description:

Shop Drawing Title:

Shop Drawing No.:

Contents:

Product Data

Samples

Tests

Schedules

Manufacturer:

Specification Section:

Drawing No.:

## Contractor's Approval

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Date:

By:

Submitted product has been reviewed for release to Architect/Engineer

Submitted product is as specified

Upon Approval, delivery lead time will be:

Submitted product is equal to specific product

days

## Architect/Engineer Action

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Date:

By:

No Exception Taken

Make Correction Noted

Revise & Resubmit

Rejected

Reviewing is only for conformance with the Project's design concept and compliance with the information in the Contract Documents. The Contractor is responsible for quantities and dimensions to be confirmed and correlated at the site; for information that pertains solely to the fabrication processes or to the mean, methods, techniques, sequences & procedures of construction; and for coordination of the Work of all trades. Any corrections on the submittal shall not be deemed an order for extra work.

Architect/Engineer Remarks: