

Submittal Cover

Submittal No.:

Contract No.:

Contract For:

Contractor:

Subcontractor:

Owner Name:

Project Name:

MEMASI Project No.:

Submittal Information

1ST

Submission Date:

1st

Re-Submittal Date:

2nd

Re-Submittal Date:

Description:

Shop Drawing Title:

Shop Drawing No.:

Contents:

Product Data

Samples

Tests

Schedules

Manufacturer:

Specification Section:

Drawing No.:

Contractor's Approval

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

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 means, 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: