



# SUBMITTAL TRANSMITTAL

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

**TRANSMITTAL**  
**A**

To (Contractor): \_\_\_\_\_ Date: \_\_\_\_\_ Submittal No. \_\_\_\_\_  
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                 | <input type="checkbox"/> Substitution involved - Substitution request attached  |
| <input type="checkbox"/> Resubmitted for review and approval               | <input type="checkbox"/> If substitution involved, submission includes point-by-point comparative data or preliminary details |
| <input type="checkbox"/> Complies with contract requirements               | <input type="checkbox"/> Items included in submission will be ordered immediately upon receipt of approval                    |
| <input type="checkbox"/> Will be available to meet construction schedule   |   |
| <input type="checkbox"/> A/E review time included in construction schedule |   |
- Other remarks on above submission: \_\_\_\_\_ ☐ One copy retained by sender

**TRANSMITTAL**  
**L B**

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

☐ Approved ☐ Revise / Resubmit  
☐ Approved as noted ☐ Rejected / Resubmit

Other remarks on above submission: \_\_\_\_\_ ☐ One copy retained by sender

**TRANSMITTAL**  
**L C**

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

- |   |  |
|---|--|
| <input type="checkbox"/> Approved                     | <input type="checkbox"/> Provide file copy with corrections identified                         |
| <input type="checkbox"/> Approved as noted            | <input type="checkbox"/> Sepia copies only returned  |
| <input type="checkbox"/> Not subject to review        |  |
| <input type="checkbox"/> No action required           | <input type="checkbox"/> Point-by-point comparative data required to complete approval process |
| <input type="checkbox"/> Revise / Resubmit            |  |
| <input type="checkbox"/> Rejected / Resubmit          | <input type="checkbox"/> Submission Incomplete / Resubmit                                      |
| <input type="checkbox"/> Approved as noted / Resubmit |  |

Other remarks on above submission: \_\_\_\_\_ ☐ One copy retained by sender

**TRANSMITTAL**  
**L D**

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

Copies: ☐ Owner ☐ Consultants ☐ ☐ ☐ ☐ ☐ One copy retained by sender

