Submittal transmittal

PROJECT

PROJECT NO.

TO (GC / REVIEWER)

FROM (SUBCONTRACTOR)

SUBMITTAL NO.

REVISION

SPEC SECTION

SPEC PARAGRAPH(S)

DATE SENT

RESPONSE NEEDED BY

Submittal type

- [ ] Product data
- [ ] Shop drawings
- [ ] Samples
- [ ] Test reports / certifications
- [ ] Calculations
- [ ] Closeout (O&M, warranty)

Items enclosed

QTY	DESCRIPTION (MANUFACTURER, MODEL, DRAWING NO.)	SPEC PARA.

Deviations from the contract documents

- [ ] None. The enclosed items comply with the spec section and drawings.

☐ Deviations are listed below, each with the spec paragraph it departs from and the reason.

SPEC PARA.	SPEC REQUIRES	SUBMITTED INSTEAD, AND WHY

Subcontractor certification

We have reviewed this submittal, checked field dimensions and quantities where they apply, and confirm it complies with the contract documents except for the deviations listed above.

NAME _____ **SIGNATURE** _____ **DATE** _____

REVIEWER STAMP

Free template from deviationcheck.com/templates/. Check the package against the spec before you send it: $35 per review at deviationcheck.com.