

# CONSTRUCTION SUBMITTAL FORM TEMPLATE

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## CONSTRUCTION SUBMITTAL

SUBMITTAL ID	PROJECT ID	PROJECT NAME	DATE

SUBMITTED TO

SUBMITTAL TYPE

	SHOP DRAWING	PRODUCT DATA	REQUEST FOR INFORMATION	COMP. FORM / QUALITY REC.	QUALITY SYSTEM DOC
	OTHER (DESCRIBE):				

DESCRIPTION OF SUBMITTAL

ATTACHMENTS

COMMENTS

CLIENT POINT OF CONTACT

REVIEW STATUS

	PENDING	APPROVED	APPROVED AS NOTED	DISAPPROVED – RESUBMIT	INCOMPLETE – RESUBMIT
	OTHER (DESCRIBE):				

PREPARED BY	PREPARER TITLE	DATE	APPROVED BY	APPROVING PARTY TITLE	DATE

# CONSTRUCTION SUBMITTAL CHANGE ORDER

CHANGE ID	PROJECT ID	PROJECT NAME	DATE

CHANGE REQUESTED BY

SUBMITTED TO			SELF / COMPANY		CLIENT		ARCHITECT		ENGINEER
SUBMITTED BY			CONSTRUCTION MANAGER		CODE ENFORC. OFFICIAL		OTHER (DESCRIBE):		

DESCRIPTION OF CHANGE ORDER

JUSTIFICATION

SUPPORTING DOCUMENTS

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**TIME / SCHEDULE IMPACT?**

YES

NO

NUMBER OF DAYS:

REASON FOR TIME / SCHEDULE IMPACT

SUPPORTING DOCUMENTS

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**BUDGET IMPACT?**

YES

NO

AMOUNT \$:

REASON FOR BUDGET IMPACT

SUPPORTING DOCUMENTS

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CLIENT APPROV. PARTY	TITLE	DATE OF APPROVAL	CO. APPROV. PARTY	TITLE	DATE OF APPROVAL





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