**CONSTRUCTION SUBMITTAL TEMPLATE**

**Company Name** 123 Main Street, Anytown, State 12345 | (321) 654-9870 | email@address.com

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| --- | --- | --- | --- |
| **SUBMITTAL ID** | **PROJECT ID** | **PROJECT NAME** | **DATE** |
|   |  |  |   |

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| **SUBMITTED****TO** |  |
| **SUBMITTAL** **TYPE** |  | SHOP DRAWING |  | PRODUCT DATA |  | REQUEST FORINFORMATION |  | COMPLETED FORM / QUALITY RECORD |  | QUALITY SYSTEM DOC |  | OTHER (DESCRIBE): |

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| **DESCRIPTION OF SUBMITTAL** |  |
| **ATTACHMENTS** |  |
| **COMMENTS** |  |

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| --- | --- | --- | --- | --- | --- |
| **SUBMITTAL PREPARED BY** | **PREPARER TITLE** | **DATE** | **SUBMITTAL APPROVED BY** | **APPROVING PARTY TITLE** | **DATE** |
|   |  |  |   |  |  |

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| **CLIENT POINT OF CONTACT** |  |
| **REVIEW** **STATUS** |  | PENDING |  | APPROVED |  | APPROVED AS NOTED |  | DISAPPROVED– RESUBMIT |  | INCOMPLETE– RESUBMIT |  | OTHER (DESCRIBE): |

**CONSTRUCTION SUBMITTAL CHANGE ORDER**

**Company Name** 123 Main Street, Anytown, State 12345 | (321) 654-9870 | email@address.com

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| --- | --- | --- | --- |
| **CHANGE ID** | **PROJECT ID** | **PROJECT NAME** | **DATE** |
|   |  |  |   |

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| **SUBMITTED****TO** |  | **SUBMITTED** **BY** |  |
| **CHANGE REQUESTED BY** |  | SELF / CO. NAME |  | CLIENT |  | ARCHITECT |  | ENGINEER |  | CONSTRUCTION MGR. |  | CODE ENFORCEMENT OFFICIAL |  | OTHER (DESCRIBE): |

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| **DESCRIPTION OF CHANGE ORDER** |  |
| **JUSTIFICATION** |  |
| **SUPPORTING DOCUMENTS** |  |

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| **TIME / SCHEDULE IMPACT?** |  | YES |  | NO | **NUMBER** **OF DAYS** |  | **BUDGET****IMPACT?** |  | YES |  | NO | **AMOUNT $** |  |
| **REASON FOR TIME / SCHEDULE IMPACT** |  | **REASON FOR BUDGET** **IMPACT** |  |
| **SUPPORTING DOCUMENTS** |  | **SUPPORTING DOCUMENTS** |  |

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| **CLIENT APPROVING PARTY** |  **TITLE** | **DATE OF APPROVAL** | **COMPANY APPROVING PARTY** | **TITLE** | **DATE OF APPROVAL** |
|   |  |  |   |  |  |

**PROJECT EQUIPMENT & MATERIALS**

**Company Name** 123 Main Street, Anytown, State 12345 | (321) 654-9870 | email@address.com

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| --- | --- | --- | --- |
| **PREPARED BY** | **PROJECT ID** | **PROJECT NAME** | **DATE** |
|   |  |  |   |

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| **ITEM ID** | **ITEM NAME** | **INTENDED USE** | **APPROVAL REQUIREMENT** | **COMMENTS** |
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**PROJECT SUPPLY SOURCE LOG**

**Company Name** 123 Main Street, Anytown, State 12345 | (321) 654-9870 | email@address.com

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| --- | --- | --- | --- |
| **PREPARED BY** | **PROJECT ID** | **PROJECT NAME** | **DATE** |
|   |  |  |   |

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| **ITEM ID** | **PRODUCT NAME / MODEL** | **MANUFACTURER** | **DESCRIPTION** | **ASSOCIATED TASK** | **SUPPLIER** | **COMMENTS** |
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