

To: _____

Project: _____

Specified Item: _____
 Section Page Paragraph Description

Proposed Substitution: _____

Attached data includes product description, specifications, drawings, photographs, performance and test data adequate for evaluation of the request; applicable portions of the data are clearly identified.

Attached data also includes description of changes to Contract Documents which proposed substitution will require for proper installation.

By signing below, you verify the following paragraphs, unless modified on attachments, are correct:

1. The proposed substitution does not affect dimensions shown on drawings.
2. The undersigned will provide free of charge samples for project approval.
3. The proposed substitution will have no adverse effect on other trades, the construction schedule, or specified warranty requirements.
4. Local distribution is available on products proposed for substitution.
5. Standard lead time from factory is 10-15 working days. Factory does not provide quick ship program for emergency job requirements.

By signing below, you also state that the function, appearance and quality of the proposed substitution is equivalent to the specified item.

Submitted by: _____

Firm: _____

Address: _____

Tel: _____

Email: _____

For Use by Design Consultant:

Accepted Accepted as Noted

Not Accepted Received too late

By: _____

Date: _____

Remarks: _____

Attachments: (please describe)