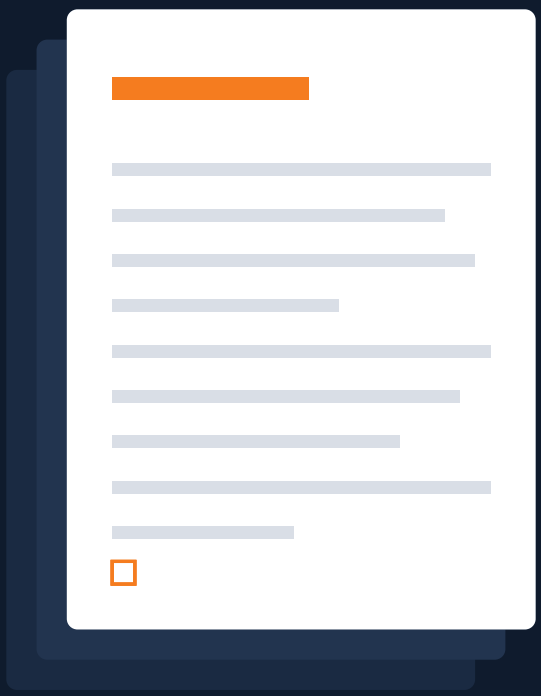
Documentation
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FREE TEMPLATE

CONSTRUCTION

Construction Submittal

Submits product data, shop drawings or samples for approval before procurement.

INTENDED USERS

Project Engineers, Subs

TYPICAL USE CASE

Pre-procurement approvals, material verification

About this template

A submittal shows the design team exactly what will be installed so they can confirm it meets the drawings and specifications before materials are ordered. Use this cover sheet with every submittal package.

Detail	
Intended users	Project Engineers, Subs
Typical use case	Pre-procurement approvals, material verification

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Project name		**Submittal no.**	
Spec section		**Revision**	
Date submitted		**Required by**	

01 Submittal Details

Description	
Submitted by (sub / supplier)	
Manufacturer	
Product / model	
Location of use	

02 Submittal Type

	Item
☐	*[Product data]*
☐	*[Shop drawings]*
☐	*[Samples]*
☐	*[Mock-up]*
☐	*[Test reports / certificates]*
☐	*[O&M data]*
☐	*[Warranty]*

03 Contents of Package

#	Document / item	Pages / qty
1		

04 Deviations from Specification

GUIDANCE *List any differences from the spec. Undisclosed deviations are not approved even if stamped.*

Spec requirement	Proposed	Reason

05 Contractor Review

The contractor has reviewed this submittal for compliance with the contract documents and field dimensions.

Reviewed by	
Date	
Signature	

06 Design Team Action

	Item
☐	Approved
☐	Approved as noted
☐	Revise and resubmit
☐	Rejected
☐	For information only

Comments	
Reviewer	
Date	

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