

Project: Date: / /

From: Substitution Request Number:

To: A/E Project Number:

Re: Contract For:

Specification Title: Description:

Section: Page: Article/Paragraph:

Proposed Substitution:

Manufacturer: Phone: (.....) -

Address:

STREET

CITY

STATE

ZIP CODE

Trade Name: Model Number:

Installer: Phone: (.....) -

Address:

STREET

CITY

STATE

ZIP CODE

HISTORY: New Product 2–5 Years Old 5–10 Years Old More Than 10 Years Old

Differences Between Proposed Substitution and Specified Product:

 Point-By-Point Comparative Data Attached—**Required by A/E**

Reason For Not Providing Specified Item:

SIMILAR INSTALLATION:

Project: Date Installed: / /

Owner: Architect:

Address:

STREET

CITY

STATE

ZIP CODE

PROPOSED SUBSTITUTION AFFECTS OTHER PARTS OF WORK: No Yes; Explain.

Savings to Owner For Accepting Substitution: (\$)

Proposed Substitution Changes Contract Time: No Yes; Days.

SUPPORTING DATA ATTACHED:

Drawings Product Data Samples Tests Reports

