

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: \_\_\_\_\_

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

Attached data also includes a description of changes to the Contract Documents that the proposed substitution will require for its proper installation.

**THE UNDERSIGNED CERTIFIES:**

- Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.
- Same warranty will be furnished for proposed substitution as for specified product.
- Same maintenance service and source of replacement parts, as applicable, is available.
- Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.
- Proposed substitution does not affect dimensions and functional clearances.
- Payment will be made for changes to building design, including A/E design, detailing and construction costs caused by the substitution.

Submitted by: \_\_\_\_\_ Signed by: \_\_\_\_\_

Firm: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

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**A/E'S REVIEW AND ACTION:**

Substitution approved—Make submittals in accordance with Specification Section 01 25 00, Substitution Procedures.

Substitution approved as noted—Make submittals in accordance with Specification Section 01 25 00, Substitution Procedures.

Substitution rejected—Use specified materials.

Substitution Request received too late—Use specified materials.

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**SUPPORTING DATA ATTACHED:**

Drawings

Product Data

Samples

Tests

Reports