

SUBMITTAL TRANSMITTAL

Project Number: Click or tap here to enter text. **Prime Contractor:** Click or tap here to enter text.

Project Name: Click or tap here to enter text. Submittal No.: Click or tap here to enter text.

Owner: Click or tap here to enter text. Submitted by: Click or tap here to enter text.

Each copy of the submittal shall be collated and assembled by the Prime Contractor with the Submittal Transmittal as the cover. Each catalog cut shall be marked with the Bid Item that the Submittal is intended for in the upper right-hand corner and the specific item intended for use shall be highlighted. In the table below, the Prime Contractor shall complete the Bid Item number associated with the Submittal, Product Description (including Supplier, Manufacturer, Model #, Dimensions), as applicable, the page number of the overall submittal, and the spec reference.

	Bid	Product Description			Engineer Use Only	
Item	Item	(Supplier, Manufacturer, Model, Dimensions)	Pg.	Spec.	Engineer Comments	Response

RESPONSE KEY

The individual named below, as an authorized representative of the Prime Contractor, acknowledges the following:

- 1. We have determined and verified all quantities, dimensions, field construction criteria, material catalog numbers and similar data, and/or assume full responsibility for doing so.
- 2. We have reviewed and coordinated each submittal with the requirements of the Contract Documents.
- 3. This submittal does not conflict with other submittals or the Contract Documents.
- 4. The submittals have been coordinated.

Authorized Representative Name and Title: Click or tap here to enter text. Date: Click or tap to enter a date.

NET	No Exceptions	
INL	•	
	Taken	
MCN	Make	
	Corrections	
	Noted	
REJ	Rejected	
R&R	Revise and	
	Resubmit	
SSI	Submit	
	Specified Item	

Corrections or comments made on the shop drawings during this review do not relieve Contractor from compliance with requirements of the Drawings and Specifications. This review is only for general conformance with the design concept of the project and general compliance with the information given in the Contract Documents. The Contractor is responsible for confirming and correlating all quantities and dimensions, selecting fabrication processes and techniques of construction, coordinating his work with that of all other trades, and performing his work in a safe and satisfactory manner.

Engineer's Signature: _______Date: Click or tap to enter a date. Copy to: Click or tap here to enter text.