

## MATERIAL SUBMITTAL



### 1. PROJECT INFORMATION

Project Name: .....

Owner: .....

Project Manager: .....

Main Contractor: .....

Subcontractor : .....

Submittal Reference No.: .....

Date: .....

### 2. MATERIAL INFORMATION

| No. | Description | Drawing/Spec. Ref. | Qty. | Sample No. | Action code |
|-----|-------------|--------------------|------|------------|-------------|
| 1   | .....       | .....              |      | .....      | .....       |

### 3. ATTACHED DOCUMENTS

☒ Product Catalogue / Data Sheet.

☒ Manufacturer Test Certificates.

☒ Samples .

☒ Shop Drawings .

### 4. CONTRACTOR'S REMARKS

.....  
.....  
.....  
.....

Submitted by: .....

Position: .....

Signature: .....

Date: ...../...../.....

## **5. DOCUMENT CONTROL SECTION**

| Action                   | Name  | Date  | Signature |
|--------------------------|-------|-------|-----------|
| Received                 | ..... | ..... | .....     |
| Submittal No. / Revision | ..... | ..... | .....     |
| Forwarded to Consultant  | ..... | ..... | .....     |

## **6. CONSULTANT REVIEW**

☐ Approved

☐ Approved with Comments

☐ Rejected

Consultant's Remarks: .....  
.....  
.....  
.....

Reviewed by: .....

Signature: .....

Date: ...../...../.....

|                                    |                                       |                                     |                                     |                                    |                               |                                |
|------------------------------------|---------------------------------------|-------------------------------------|-------------------------------------|------------------------------------|-------------------------------|--------------------------------|
| <input type="checkbox"/> Structure | <input type="checkbox"/> Architecture | <input type="checkbox"/> Electrical | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Surveying | <input type="checkbox"/> HVAC | <input type="checkbox"/> Other |
|------------------------------------|---------------------------------------|-------------------------------------|-------------------------------------|------------------------------------|-------------------------------|--------------------------------|