

Request Phase:	Pre-Tender <input type="checkbox"/>		Post Tender <input type="checkbox"/>	
(If Pre-Tender Only) Current Tender Due Date:				
Request No.		Dated		
Project Name				
Project Location				
Project No.		Contractor		

References:	Specifications(s)	Section(s):		Paragraph(s)	
	Drawings(s)	Drawing No(s):		Detail No(s):	
Contractually Specified Product					
Contractor Proposed Product					
Proposed Product is		Equal <input type="checkbox"/>		Substitute <input type="checkbox"/>	
<i>See attached data for both specified and proposed products as required by Section 01600</i>					
Data Attached	Drawings <input type="checkbox"/>	Product Data <input type="checkbox"/>		Reports <input type="checkbox"/>	Samples <input type="checkbox"/>
	Tests <input type="checkbox"/>	Other:			
Reason(s) for not providing the Specified Product:					
Similar Installation					
Project					
Address					
Consultant		Owner			
Date Installed					

Post-Tender:			
Will proposed substitution impact other parts of the Work?		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Actual Dollar Savings if substitution is accepted:		\$	
Will proposed substitution increase Contract Time?		No <input type="checkbox"/>	Yes <input type="checkbox"/>
If Yes attached explanation by number of Days.		Days	
Request Submitted by General Contractor (Firm's Name)			
By: (Print Name)		Title:	

(Signature)		Date	
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Request Received on (Date):			
<b>Owner's Review – This Substitution is:</b>			
<input type="checkbox"/> Approved		<input type="checkbox"/> Approved as Noted	
<input type="checkbox"/> Rejected			
Review Issued By			
By: (Print Name)		Title:	
(Signature)		Date:	