

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

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