

(Insert Contractor's Letterhead here)

**SUBMITTAL TRANSMITTAL FORM**

PROJECT	Project Title Project Description Project Address City, ST 00000	TO:	Architect Architect's Address Architect's City, ST Zip
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Project No.: 00000.00 Date: \_\_\_\_\_

Attached is the following submittal for your review as required by the Contract Documents:

1. We understand separate transmittal forms are required for each Specification Section for which submittal is required.
2. If submittal contains material not applicable for review, delete text that is not applicable prior to submission.
3. We further understand that submittals not dated and signed per Contract Documents will be returned without review and must be resubmitted.

**PRODUCT DATA, QUALITY CONTROL, [LEED,] AND CLOSEOUT SUBMITTALS**

Submit number of copies per Section 013300 and the following: If reviewer will be unable to photo copy this submittal, submit total of 7 copies.

Section Number and Title: \_\_\_\_\_  
Article and Paragraph: \_\_\_\_\_  
Description of Item: \_\_\_\_\_  
Manufacturer's Name: \_\_\_\_\_  
Supplier's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**SHOP DRAWING SUBMITTAL**

Submitted reproducible transparencies and opaque reproductions per Section 013300 and the following:

Section Number and Title: \_\_\_\_\_  
Article and Paragraph: \_\_\_\_\_  
Description of Item: \_\_\_\_\_  
Manufacturer's Name: \_\_\_\_\_  
Supplier's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**SAMPLES**

Submit Samples per Section 013300 and the following:

Section Number and Title: \_\_\_\_\_  
Article and Paragraph: \_\_\_\_\_  
Description of Item: \_\_\_\_\_  
Manufacturer's Name: \_\_\_\_\_  
Supplier's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Submitted by:

Subcontractor's signature and date: \_\_\_\_\_  
Contractor's signature and date: \_\_\_\_\_