

Your Company Name, Logo, Address, etc.

SUBSTITUTION REQUEST FORM

(Add additional sheets as necessary to provide adequate information)

Specified Item

Specification Section

Paragraph No.

Drawing & Detail(s) No.

Proposed Substitution

(Attach complete description, Catalog #s, Specification Data, Lab test, etc.)

1. Will Substitution effect dimensions indicated on Drawings? _____(Yes)_____ (No)
2. Will Substitution effect Electrical, Mechanical, Structural Frame, Architecture, etc? _____(Yes)_____ (No)
3. Is weight greater/lesser than specified item? _____(Yes)_____ (No)_____ by how much? _____
4. What effect will substitution have on other trades? _____
5. Difference between proposed and specified item? _____
6. Manufacturer's guarantee/warranty: same _____ different _____ Explain _____
7. Provide UL, WHI, (or other) Listing/Rating of proposed assembly. _____
8. If Substitution request is accepted, the owner will receive a credit of: \$ _____, which will be an adjustment to the contract price.

The undersigned agrees to pay all Architectural and Engineering costs, if required, to review, test or revise the drawings or specifications caused by this substitution, and further agrees to pay any and all additional construction costs created by acceptance of this substitution.

Submitted by: _____

Firm: _____

Address: _____

Phone: _____ Fax: _____ email: _____

Signature: _____ Corporate Officer

Printed Name: _____

Date: _____

A & E Review

Date: _____ / _____ / _____

Accepted _____

Not Accepted _____

Accepted as noted _____

Remarks