



# SUBSTITUTION REQUEST FORM

1.

Project: \_\_\_\_\_ Substitution Request Number: \_\_\_\_\_  
From: \_\_\_\_\_  
To: \_\_\_\_\_ Date: \_\_\_\_\_  
A/E Project Number: \_\_\_\_\_  
Re: \_\_\_\_\_ Contract For: \_\_\_\_\_

2.

Specification Title: \_\_\_\_\_ Description: \_\_\_\_\_  
Section: \_\_\_\_\_ Page: \_\_\_\_\_ Article/Paragraph: \_\_\_\_\_

3.

Proposed Substitution: \_\_\_\_\_ Trade Name: \_\_\_\_\_  
Manufacturer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

- Information attached includes product description, specifications, photographs and/or other data necessary for evaluation of the substitution request.
- Data also attached includes changes made to the contract that are necessary for proper usage of the substituted product.

4.

The Undersigned Certifies:

- The proposed substitution has been thoroughly reviewed and is equal to or better than the specified product.
- The same warranty for the specified product will be provided for the substituted product.
- The same service or parts are available if applicable.
- The substitution will not have a negative effect on other trades and will not delay the project.
- The substitution will not affect project dimensions or clearances.

5.

Submitted By: \_\_\_\_\_  
Signed By: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

6.

Supporting Data Attached:  Product Data  Specifications  MSDS

7.

A/E REVIEW AND ACTION:

- Substitution approved
- Substitution approved as noted
- Substitution rejected — Use specified materials
- Substitution request recieved too late — Use specified materials.

8.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_