SUBSTITUTION REQUEST

(To be completed by the contractor)

To: ..... Project Name: ..... Project No.: .....

We hereby submit for your consideration the following product in lieu of the specified item.

Section Paragraph Specified Item

Proposed substitution: .....

A. Does the requested substitution affect dimensions shown on drawings?..... Yes No

B. Will the undersigned pay the cost for changes caused by the requested substitution?..... Yes No

C. Does the requested substitution have effect on other trades?..... Yes No

D. Is the manufacturer's guarantee the same for the requested substitution as the specified item?..... Yes No

E. What is the cost / savings to the contract?.....$. (more / less)
[Requested Substitution $ (+ / -) Specified Item $]

F. Explain the differences between the requested substitution and the specified item, including changes to the drawings and/or specification and why the requested substituted is necessary.

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Signature .....

Date .....

Contractor .....

Address .....

City .....

Phone ..... Fax .....

E-mail .....

FOR ARCHITECT/ENGINEER USE ONLY:

○ **Recommended** ○ **Not Recommended**

○ **Recommended As Noted** ○ **No action**

By: .....

Title: ..... Date: .....

Remarks: .....

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DPW approval by: .....