

**PRIOR APPROVAL / SUBSTITUTION REQUEST FORM**

Date: \_\_\_\_\_

Company Submitting Request: \_\_\_\_\_  
(Name and Address)

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

SPECIFIED ITEM: \_\_\_\_\_  
(Section) (Page) (Description)

The undersigned requests consideration of the following product substitution:

PROPOSED SUBSTITUTION: \_\_\_\_\_  
Provide Product Name / Model /Manufacturer

- 1. Attached data includes: \_\_\_\_\_ Product Description \_\_\_\_\_ Performance and Test Data  
\_\_\_\_\_ Drawings \_\_\_\_\_ Specifications \_\_\_\_\_ Photographs
- 2. \_\_\_\_\_ Yes / No changes will be required to the Contract Documents for the proper installation of proposed product substitution. If yes, then attach data that includes description of changes.

**The undersigned states that the following paragraphs, unless modified by attachments, are correct:**

- 1. The proposed substitution does not affect dimensions shown on the drawings.
- 2. No changes to the building design, engineering design, or detailing are required by the proposed substitution.
- 3. The proposed substitution will have no adverse effect on other trades, the construction schedule, or **specified warranty requirements.**
- 4. No maintenance is required by the proposed substitution other than that required for originally specified product.
- 5. Other Information

**The undersigned further states that they have read the corresponding specification section in the project manual and confirms that the function, appearance and quality of the proposed substitution are equivalent or superior to the originally specified product.** \_\_\_\_\_ initial.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

**For Architect's Use:**

- \_\_\_\_\_ Accepted      \_\_\_\_\_ Accepted As Noted      \_\_\_\_\_ Incomplete Information
- \_\_\_\_\_ Not Accepted      \_\_\_\_\_ Received Too Late      \_\_\_\_\_ No Substitutions Accepted For This Product

Reviewed By / Date: \_\_\_\_\_

Processed by Addendum No. \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_