

SUBMITTAL COVER SHEET TEMPLATE

Last Updated: February 2026

SUBMITTAL INFORMATION

Submittal Number: _____
Project Name: _____
Project Number: _____
Date Submitted: _____
Submitted By: _____
Company: _____
Contact Information: _____
Phone: _____

ITEM DETAILS

Specification Section: _____
Item Description: _____

Manufacturer: _____
Model Number/Catalog Number: _____
Quantity: _____
Drawing Reference: _____

SUBMITTAL TYPE

& Product Data
& Shop Drawings
& Samples
& Mix Design
& Test Reports
& Other: _____

STATUS TRACKING

Date Submitted: _____
Date Received by Architect: _____
Date Reviewed: _____
Status: & Pending & Approved & Approved as Noted & Rejected
Review Comments: _____

Resubmittal Required: & Yes & No
If Yes, Resubmittal Number: _____

ATTACHMENTS

List of Attached Documents:

1. _____ :
2. _____ :
3. _____ :
4. _____ :

Number of Pages/Sheets: _____

Drawing Numbers: _____

DISTRIBUTION

To (Architect/Engineer): _____

CC (Owner/GC/Other): _____

SIGNATURES

Submitted By: _____

Received By: _____

Reviewed By: _____