

Submittal Cover Sheet

FORM A101

Submittal ID#	Project ID	Project Name	Date

TO:

FROM:

TYPE OF SUBMITTAL:

- Shop / CAD Drawing _____
- Pre-Production Sample
- Production Sample
- Packaging Sample
- Material Sample
- Other :

DESCRIPTION OF SUBMITTAL:

LIST OF ATTACHMENTS:

REMARKS:

SUBMITTAL PREPARED BY:

Name:

Title:

Signature / Date:

SUBMITTAL APPROVED BY:

Name:

Title:

Signature / Date:

DISPOSITION:

- Approved
- Conditionally Approved, Resubmission Not Required
(See Comments)
- Disapproved, Resubmission Required
- Other:

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COMMENTS: