



Substitution Request

date: [Date]

1 of 3

request no: [Substitution request number]

to: [Name]

cc: [cc]

contractor: [Contractor's information]

by: [Contractor's contact name]

project: [Project name]

phone: [Phone number]

number: [Project number/CF no]

Contract Documents Reference:

section title: [Section title]

section no: [Section no.]

article and paragraph: [Paragraph(s) in section that describes item]

page: [Page]

sheet/detail no: [Drawing sheet no & detail, if app.]

description: [Desc of item proposed for substitution]

Proposed substitution:

product: [Product's name]

model [Product identification]

manufacturer: [Manufacturer's name]

address / phone : [Manufacturer's information]

contact: [Manufacturer's rep or contact]

phone / fax: [Manufacturer's representative information]

product history: [] New Product [] 2-5 years [] 5-10 years [] More than 10 years

subcontractor: [Subcontractor's information]

Differences between proposed substitution and specified product:

[General description of differences]

[] Point by point comparative data attached.

Are the warranties of the proposed product and installer the same as the warranties for specified product?

[] Yes [] No [] Not applicable

[Warranty differences, if any]

Is the installer required to be certified by manufacturer? [] Yes [] No [] Not applicable

[Certified installer's information, if applicable]

Reasons for not providing the specified item:

[Reasons]

Substitution will affect other parts of the Work? ☐ Yes ☐ No

If yes, explain how: [Click to type description of changes required to accommodate substitution]

Reference installation:

project: [Reference project where proposed product was installed]

address: [Project's address]

architect: [Architect's information]

owner: [Owner's information]

contact: [Contact's information]

date installed: [Date]

Changes to Contract Sum and Contract Time:

Substitution will affect Contract Sum? ☐ Yes ☐ No

Savings to Owner: \$ [Amount]

Substitution will affect Contract Time? ☐ Yes ☐ No

Add [Number] days Deduct [Number] days

Supporting data attached:

☐ Drawings ☐ Product Data ☐ Samples ☐ Reports ☐ Drawings ☐ Other

The undersigned certifies that:

- The proposed substitution has been fully investigated and determined to be equal or superior in all respects to the specified product.
- The same warranty or better will be furnished for the proposed substitution as for the specified product.
- The same maintenance service quality, access to maintenance service, and source of replacement parts, as applicable, are available.
- Proposed substitution will not have adverse effect on other trades.
- Proposed substitution will not affect or delay progress schedule in any manner other than as described above.
- Cost data as stated above is complete. Claims for additional costs related to accepted substitution that may subsequently become apparent are to be waived.
- Proposed substitution does not affect dimensions and functional clearances.
- The undersigned will pay for changes to building design, including Architect's design, and construction costs caused by the substitution.
- Coordination, installation, and changes in the Work as necessary for accepted substitution will be complete in all aspects.

Submitted by: [Name]

Signature: _____

Architect's action:

☐ Accepted; make substitutions in accordance with Specifications.

☐ Accepted as noted; make substitutions in accordance with Specifications.

- ☐ Rejected; use specified products.
☐ Received too late; use specified products.

Reviewed by: [Name]

Signature and Date: _____

Additional Remarks by:

☐ Architect ☐ Architect's consultant ☐ Construction Manager ☐ Subcontractor ☐ Manufacturer

[Additional comments, if any]

Distribution to:

<input type="checkbox"/> Owner	<input type="checkbox"/> Civil	<input type="checkbox"/> Mechanical	<input type="checkbox"/> [Click to type other]
<input type="checkbox"/> Owner's Representative	<input type="checkbox"/> Landscape	<input type="checkbox"/> Plumbing	<input type="checkbox"/> [Click to type other]
<input type="checkbox"/> Construction Manager	<input type="checkbox"/> Structural	<input type="checkbox"/> Electrical	<input type="checkbox"/> [Click to type other]

End of substitution request