

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: _____