PROJECT SUBMITTAL REQUIREMENTS

To Whom It May Concern,

For all submittals, please submit to Daniel and Company, Inc. (DCI) *[six (6) hard copies to our office] [one electronic copy via email] [one hard copy and one electronic copy via email]. Please make sure the files are labeled appropriately and organized in the right manner, such as, per section and subsequent parts of the section.

For such organization, please find attached:

- “Transmittal.blank.xls” (excel format): Standard transmittal that we require to be filled out intended for transmitting/submitting to DCI for all submittals. One transmittal is sufficient for each transaction.

- “Submittal Cover Template.doc” (Word Document): The standard submittal cover is used per Section or, if there is not a section, equipment/material that is allocated to the drawings. The cover requires information on the installer(s), the supplier(s), the manufacturer(s), gives an area for noting any alternates/substitutes, lead times, noting any clarification questions during the review, what drawings the material relates to, etc. Also, the submittal cover allows the subcontractor the opportunity to note any LEED credit categories that your material meets. Please note, this only applies to LEED credit projects and is covered under a separate letter head from Daniel and Company on submission requirements. Please remember, there should be one submittal cover per section.

If a subcontractor has their own format in these documents, that is acceptable; however, the forms must provide the same information requested in the aforementioned forms. These forms are required by the Architects/Engineers and Owners from DCI; furthermore, we request that subcontractor’s provide the completed forms to us.

Thank you for your anticipated cooperation and please let us know should you have any questions.

Daniel and Company, Inc.

*Submittal requirements vary per project. Please coordinate with Daniel and Company for job specific requirements.