

# Submittal Transmittal Template

## Submittal Transmittal Template Base

### General Contractor

## Submittal Transmittal

Project Title  
Project Number: XXXX  
Address Line 1  
Address Line 2  
Phone: (XXX) XXX-XXXX  
Fax: (XXX) XXX-XXXX

Transmittal no.  
Date Sent:  
Date Due:

To: From: Subcontractor:  
Firm Name  
Address Line 1  
Address Line 2  
Phone: (XXX) XXX-XXXX  
Fax: (XXX) XXX-XXXX

Submittal No. Description

Item No. Type Description Rev Copies Action

1. Work down the Comments column of the Markups List tab to fill out base information.
2. Then Flatten. 3. Import file with Text Fields.

ACTION: NE = NO EXCEPTIONS AN = APPROVED AS NOTED RR = REVISE AND RESUBMIT RV = REVIEWED RJ = REJECT

#### Remarks:

Save a copy to the Template Library for reuse.

Signature: Date:

#### Review comments:

file 1 + 2 = 3

file "1" with import of file "2" will look like file "3"

Signature: Date:

Cc: Company: Contact: Via: e-mail Copies Notes:  
Company Name Name E-mail address  
Green Mechanical Name E-mail address  
Company Name Name E-mail address  
Company Name Name E-mail address  
Company Name Name E-mail address  
Company Name Name E-mail address  
Company Name Name E-mail address

## Markups List

Subject	Page	Status	Date	Comments
▼ Page 1 (50)				
Transmittal No.	Page 1	None	9/1/2009 1:47:11 PM	XXXX
▲ Date Sent	Page 1	None	9/1/2009 1:46:59 PM	XX/XX/09
▲ Date Due	Page 1	None	9/1/2009 1:47:04 PM	XX/XX/09
▲ To:	Page 1	None	8/13/2009 4:21:56 PM	Contact Name
▲ Firm:	Page 1	None	9/1/2009 1:47:25 PM	Firm Name Address Line 1 Address Line 2 Phone: (XXX) XXX-XXXX Fax: (XXX) XXX-XXXX

# 1

Templates created in Bluebeam PDF Revu with **Text Fields** can be filled in using the **Comments** column of the **Markups List**.

## Submittal Template Text Fields

#### Contact Name

Firm Name  
Address Line 1  
Address Line 2  
Phone: (XXX) XXX-XXXX  
Fax: (XXX) XXX-XXXX

Submittal No.	Description
001	x
002	x
003	x
004	x
005	x

X

X

□  
□  
□  
□  
□  
□

XXXX  
XX/XX/09

# 2

## Submittal Template Base + Text Fields

### General Contractor

## Submittal Transmittal

Project Title  
Project Number: XXXX  
Address Line 1  
Address Line 2  
Phone: (XXX) XXX-XXXX  
Fax: (XXX) XXX-XXXX

Transmittal no. XXXX  
Date Sent: XX/XX/09  
Date Due: XX/XX/09

To: Contact Name From: Contact Name Subcontractor:  
Firm Name Firm Name Firm Name  
Address Line 1 Address Line 1  
Address Line 2 Address Line 2  
Phone: (XXX) XXX-XXXX Phone: (XXX) XXX-XXXX  
Fax: (XXX) XXX-XXXX Fax: (XXX) XXX-XXXX

Submittal No. Description  
Submittal No. Description

Item No.	Type	Description	Rev	Copies	Action
001	x	x	0	0	_____
002	x	x	0	0	_____
003	x	x	0	0	_____
004	x	x	0	0	_____
005	x	x	0	0	_____

Turn on Dimmer to see Flattened items screened.

ACTION: NE = NO EXCEPTIONS AN = APPROVED AS NOTED RR = REVISE AND RESUBMIT RV = REVIEWED RJ = REJECTED

#### Remarks:

X

Once filled in, select these items to Flatten.

Signature: Date:

#### Review comments:

X

Active Text Field for response.

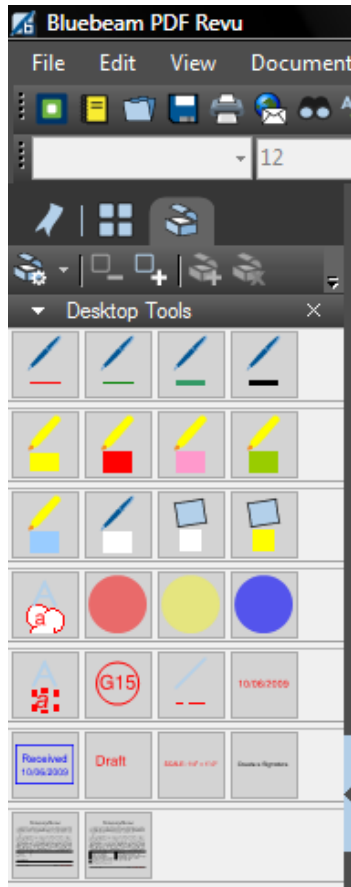
Signature: Date:

Cc: Company: Contact: Via: e-mail Copies Notes:  
☐ Company Name Name E-mail address 0 None  
☐ Green Mechanical Name E-mail address 0  
☐ Company Name Name E-mail address 0  
☐ Company Name Name E-mail address 0  
☐ Company Name Name E-mail address 0  
☐ Company Name Name E-mail address 0

# 3

# Submittals

## Tool Chest



Create a set of **Desktop Tools** for daily use with *Pens* and *Text Boxes* for markups, and *Stamps* for daily use.

## Stamps



Company Name

This review is for general conformance only. This review does not relieve the Subcontractor of the responsibility for making the work conform to the requirements of the contract. ++++++ This is a sample submittal stamp ++++++

+++++  
Please edit this sample to incorporate your company's standard verbiage for a submittal stamp. Go to the "Mark-up" pull down menu, select "Stamp"/ "Create Stamp..." / to open up the stamp editor. Open the stamp file "Submittal Stamp GC". Edit the file as required and save as your Company Submittal Stamp. The new stamp will appear in the menu / select to insert / select two points to size the stamp. To change the scale, go to the "Properties" tab and enter a percentage value, "100" being at full scale as drawn. Save this stamp to your "Tool Chest" for easy access and reuse.

Project: X  
Project no. X

Submittal no.

Reviewed by: Date: 08/25/2009

## GC Submittal Stamp



Company Name

This review is only for the general conformance with the design concept of the project and the general compliance with the information given in the Contract Documents. ++++++ This is a sample submittal stamp ++++++

+++++  
Please edit this sample to incorporate your company's standard verbiage for a submittal stamp. Go to the "Mark-up" pull down menu, select "Stamp"/ "Create Stamp..." / to open up the stamp editor. Open the stamp file "Submittal Stamp". Edit the file as required and save as your Company Submittal Stamp. The new stamp will appear in the menu / select to insert / select two points to size the stamp. To change the scale, go to the "Properties" tab and enter a percentage value, "100" being at full scale as drawn. Save this stamp to your "Tool Chest" for easy access and reuse.

☐ No Exceptions Taken  
☐ Accepted as Noted  
☐ Revise and Resubmit  
☐ Product Substitution, submit in accordance to specifications  
☐ Value Engineering, submit in accordance to specifications  
☐ Rejected  
☐ Not Reviewed, information only  
☐ Reviewed for Architectural Issues Only  
☐ Reviewed for Project Closeout requirements only

Reviewed By: Date: 09/21/2009

## AE Submittal Stamp

Store Stamps in your **Tool Chest** for easy access and reuse.



## Completed Submittal Template

### BB Construction

Bryant Campus - Building 10  
Project Number: 88222  
123 Green Drive  
Pasadena, CA 90088  
Phone: (777) 123-4567  
Fax: (777) 123-4568

### Submittal Transmittal

Transmittal no. 0732  
Date Sent: 09/01/09  
Date Due: 09/08/09

To: Sara Smith  
Smith Architects  
710 First Street, Suite 279  
San Diego, CA 93245  
Phone: (325) 567-9320  
Fax: (325) 567-9321

From: John Holiday  
BB Construction  
123 Green Drive  
Pasadena, CA 90088  
Phone: (314) 542-6754  
Fax: (314) 542-6755

Subcontractor:  
G. Architectural Millwork



Submittal No.	Description
10-0025-06210-0002	Millwork shop drawings for Public Areas

Item No.	Type	Description	Rev	Copies	Action
001	shop drawing	Living and Dining millwork details	1	1	

ACTION: NE = NO EXCEPTIONS AN = APPROVED AS NOTED RR = REVISE AND RESUBMIT

Remarks:  
Please review as soon as possible.

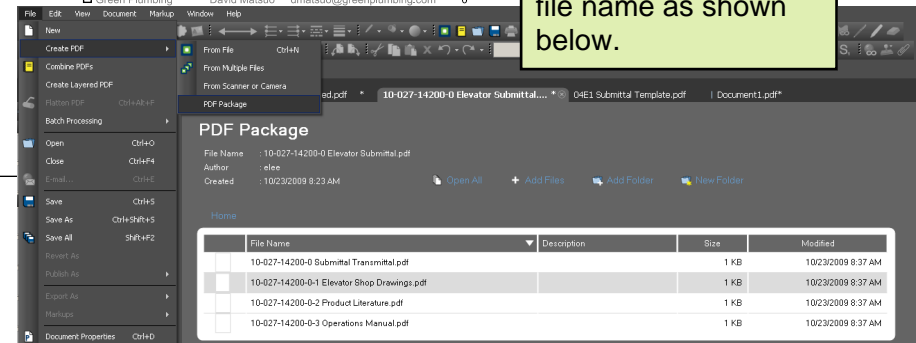
Signature: GC: John Holiday

Review comments:  
X

Signature:

Cc: Company:	Contact:	Via: e-mail	Copies
<input type="checkbox"/> Green Structural	Robert Casey	rcasey@greenstructural.com	0
<input type="checkbox"/> Green Mechanical	James Jordan	jjordan@greenmechanical.com	0
<input type="checkbox"/> Green Electrical	Susan Schultz	sschultz@greenelectrical.com	0
<input type="checkbox"/> Green Plumbing	David Matsuo	dmatsuo@greenplumbing.com	0

Include all documents for a submittal in **one PDF Package** for delivery. The files will be contained in one PDF, and can be viewed individually by double clicking on the file name as shown below.



## 10-027-14200-0 Elevator Submittal.pdf PDF Package