

Substitution Request Format

(date)

(architect name)

(address)

(town, state, zip)

(attn)

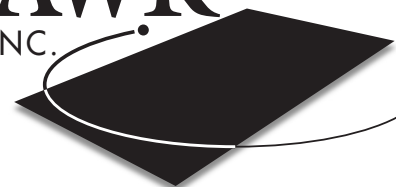
RE: (project name)

Dear Sirs,

We request consideration of a product substitution as follows:

1. Reference: (specification section, paragraph/drawing number, detail).
2. Item: (manufacturer, catalog number, model, description).
3. Substitute: (manufacturer, catalog number, model, description).
4. Reason: (availability, delivery schedule, cost advantage, quality advantage, performance advantage).
5. Coordination:
 - a. Dimensions: Difference in dimensions between the specified item and proposed substitute (will) (will not) affect dimensions on drawings and adjacent items. Dimensions are (as indicated in product cuts) (as follows: w x d x h, weight).
 - b. Work: (describe the effect of substitute on work of other trades).
 - c. Material: (describe the effect of substitute on other required new or existing materials, including writing, piping, ductwork, finishes, structure, etc.).
 - d. Schedule: Acceptance of this substitution will cause (no change in) (an increase of) (a reduction of) (number) days required by the construction schedule.
 - e. Design: (describe any required architectural or engineering design changes required to accommodate the substitute).
6. Differences:
 - a. Reference Standards: The proposed substitute (meets) (does not meet) the following (ASTM, WDMA, AWI) standards as specified: (list).
 - b. Fire Rating: The proposed substitute (meets) (does not meet) the following (class, type, FM, NFPA) classifications as specified: (list).
 - c. Finishes: The proposed substitute is available in the following (comparable) (limited) (additional) finishes (as listed) (attached).

MOHAWK
 FLUSH DOORS, INC.
PREMDOR



- 7. Warranty:
 - a. Required: (specified warranty, length, coverage).
 - b. Provided: (specified warranty, length, coverage).

- 8. Cost: This substitution will result in (a cost savings and credit of) (an increased cost of) (\$ amount) (no difference in cost).

- 9. Installation: The proposed substitute has been used in the (following) (attached) installations: (projects) (locations) (owners) (architects/engineers) (date completed).

- 10. Maintenance: Service and replacement material are available from the following (attached) (listed) companies: (names) (locations).

Manufacturer's product cuts for both the specified product and requested substitute are attached.

Additional costs for architectural or engineering changes related to this substitution (are) (are not) anticipated. Determination of the proposed amount of any such costs is requested and will be paid by the contractor (name) if this substitution is approved and implemented.

We have verified and believe this substitute is equal or superior to the specified item. There will be no additional cost associated with coordinating installation of this substitute, except those stated herein. Costs and effects of the substitution, as outlined here, are certified and complete. Claims for additional costs related to acceptance of this substitution, which may become apparent later, are waived.

Respectfully yours,

(authorized signature)
(company name)
(position)

enclosures: products cuts—(specified item), (substitute item).

