Hilliard ARCHITECTS

SUBMITTAL TEMPLATE

1/1/2015

Shaded columns must be filled in. Other columns are optional.

<id>	<sender id>	<subject>	<draft status>	<expected> (date for submittal to AE/VA)	<discipline>	<originated by>	<contract>	<received date>	<received from>	<received by>	<receive action>	<received via>	<receive remarks>	<closing method>	<closed by>	<closing date>	<closing action>	<closing remarks>	<sent to>	<package id>	<spec section>	<due date> (response from AE/VA)	<lead time> (order processing time + manufacturing time + shipping time)	<need onsite by> (date material is required on construction site)	<description>	<internal notes>	<keywords>	<email log>	<supporting docs>	<source descriptor>	<source primary key>
		Example Material A, original submittal	Expected	1/15/2015																	00 00 00	1/29/2015	12 weeks	7/16/2015		After general contractor receives submittal from material supplier: - Allow 2 weeks for contractor review - Submit to AE/VA on <expected> date - Allow 2 weeks for AE/VA review - Review from AE/VA by <due date>					
		Example Material A, revised submittal (r1)	Expected	2/26/2015																	00 00 00	3/12/2015	12 weeks	7/16/2015		- Allow 2 weeks for revision of submittal - Allow 2 weeks for contractor review - Submit to AE/VA on <expected> date - Allow 2 weeks for AE/VA review - Review from AE/VA on <due date>					