



DANIEL & COMPANY, INC.
CONTRACTORS

Mailing Address:
P.O. Box 6749
Richmond, VA 23230
E-mail:
dci@danielco.net

Office Location:
1800 Roseneath Road
Richmond, VA 23230
Tel: 804•213•0400
Fax: 804•213•0401

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.

