

Submittals for  
[JOB NAME]  
[City/County, State]  
Daniel and Company, Inc. Code: N/A  
Project No. N/A  
Date: DAY MONTH YEAR

ARCHITECT

(NAME)  
(ADDRESS)  
(Telephone #)  
(Fax #)

GENERAL CONTRACTOR

DANIEL AND COMPANY, INC.  
1800 Roseneath Road, P.O. Box 6749  
Richmond, Virginia 23230-4310  
Telephone: (804) 213-0400  
Fax: (804) 214-0401

SUBCONTRACTOR

(NAME)  
(ADDRESS)  
(Telephone #)  
(Fax #)

SUPPLIER

(NAME)  
(ADDRESS)  
(Telephone #)  
(Fax #)

MANUFACTURER

(NAME)

Submittal No.: *[optional / for each company's tracking purposes]*

Specification Section/Drawing No./Detail References:

Specification Description:

Description of submittals (Deviations from contract doc's/Related samples if included):

Reviewed by:

*[name of reviewer from company]*