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| **Project:** | | | | | | Lacey Logo**Submittal No.** | | | | | | | |  |
| Lacey Contract No. PW\_\_\_-20\_\_\_\_ | | | | | |  | | | | | | | |
| Request for Approval of Material, Product or Shop Drawing | | | | | | | | | | | | | |
| Contractor: | | | | | | | | | Subcontractor: | | | | | |
| No. of Pages | | Item: Material, Product or Shop Drawing | | | | | | | | | | | Specification Reference | |
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|  | | This item is as specified | | | | | **OR** | | |  | This item is a substitution/or equal  Material/Product Substitution Request shall be submitted | | | |
|  | | Supplier/Subcontractor certifies material/product conforms to contract. | | | | | | | | | | | | |
| Review Priority: | | | 1 | | 2 | | 3 | | | | | Requested Due Date: | | |
| Notes to Engineer: | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| City of Lacey Engineer: | | | | | | | | Date Returned to Contractor: | | | | | | |
|  | Rejected | | | New Submittal Required. | | | | | | | | | | |
|  | Revise and Resubmit | | | See Engineer’s comments. | | | | | | | | | | |
|  | Conditionally Approved | | | See items included in Engineer’s comments. | | | | | | | | | | |
|  | Conditionally Approved | | | No exceptions noted. | | | | | | | | | | |
| Review of the materials, products or plans do not relieve the contractor from compliance with requirements of the contract documents and does not necessarily constitute acceptance for materials, products or plans to be incorporated in the work. This review is for general conformance of the project’s conceptual design and general compliance with the project’s plans and specifications. | | | | | | | | | | | | | | |
| Date City Transmitted to Contractor: | | | | | | | | | Date Contractor Transmitted to  Subcontractor/Supplier: | | | | | |

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| Date Received by  City of Lacey: | Reviewed by:  (Name/Company) |
| Engineer’s Comments: | |