

NOTICE

TO: ALL SUBCONTRACTORS

RE: SUBMITTAL PROCEDURE

In order to expedite the submittal process, please follow the procedures below when sending us your submittals for approval:

- Email each submittal to the Project Manager.
- Include the specification section number (matching specification book) along with the description of each item.
- Each submittal file name must match the submittal description. Please prepare separate files if there are multiple items to be submitted.

Let us know of any questions.

Thank you!