**DOWNING STUDIO SUBSTITUTION REQUEST**

Instructions for use Submitter to fill out all highlighted information below and submit to Downing / Downing Studio representative. Allow up to five (5) business days for review.

Date Click or tap to enter a date.

Submitted to Click or tap here to enter text.

Contact Email Click or tap here to enter text.

Downing Studio project name Click or tap here to enter text.

Downing Studio project number Click or tap here to enter text.

Specification number Click or tap here to enter text.

Specification title Click or tap here to enter text.

Description of product Click or tap here to enter text.

Manufacturer and/or trade name Click or tap here to enter text.

Make and model/style Click or tap here to enter text.

Installer Click or tap here to enter text.

Differences between basis-of-design product and proposed substitution Click or tap here to enter text.

Does proposed substitution affect other parts of the project? No [ ]  Yes [ ]  ; If yes, explain: Click or tap here to enter text.

**Similar Installation 1 Similar Installation 2**

Project Click or tap here to enter text. Project Click or tap here to enter text.

Location Click or tap here to enter text. Location Click or tap here to enter text.

Year of installation Click or tap here to enter text. Year of installation Click or tap here to enter text.

**Supporting Information included with substitution request**

Product data Yes [ ]  or N/A [ ]

Testing data / reports Yes [ ]  or N/A [ ]

Samples Yes [ ]  or N/A [ ]

**The undersigned certifies:**

* Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.
* Same warranty will be furnished for proposed substitution as for specified product.
* Same maintenance service and source of replacement parts, as applicable, is available.
* Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.
* Claims for additional costs related to accepted substitution which may subsequently become apparent are to be waived.
* Proposed substitution does not affect dimensions and functional clearances.
* Payment will be made by submitting company for changes to building design, including A/E design, detailing, and construction costs caused by the substitution.
* Coordination, installation, and changes in the Work as necessary for accepted substitution will be complete in all respects.

**Submitted by (must be authorized representative of submitting company)**

Name Click or tap here to enter text. Company Click or tap here to enter text.

Email Click or tap here to enter text. Address Click or tap here to enter text.

**For Downing / Downing Studio Use Only:**

[ ]  **Substitution approved**

[ ]  **Substitution approved as noted**; If substitution request is approved with conditions, indicate conditions for approval:

 Click or tap here to enter text.

[ ]  **Substitution rejected as noted**; If substitution request is rejected, indicate reasons:

 Click or tap here to enter text.

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