YOUR LOGO

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Submittal Log

Northside Medical Office, Suite 210 · EXAMPLE

Red row = overdue from the reviewer. Red order-by date = order within 7 days. Each resubmittal gets its own row with the next revision number.

NO.	SPEC SECTION	DESCRIPTION	TYPE	SUB / SUPPLIER	REV	DATE SENT	SENT TO	REVIEW DAYS	DUE BACK	DATE RETURNED	STATUS	NEED ON SITE	LEAD TIME (WEEKS)	ORDER BY	DAYS OUT	NOTES
001	09 21 16	Gypsum board product data	Product data	ABC Supply	0	09/21/26	Patel Architects	10	10/01/26	10/01/26	Approved	11/02/26	1	10/26/26		
002	09 51 00	Acoustical ceiling tile and grid	Product data + samp	Gulf Ceilings	0	09/24/26	Patel Architects	10	10/04/26	10/06/26	Revise and resubmit	11/16/26	3	10/26/26		
002	09 51 00	Acoustical ceiling tile and grid	Product data + samp	Gulf Ceilings	1	10/08/26	Patel Architects	10	10/18/26		Under review	11/16/26	3	10/26/26	4d	
003	08 11 13	Hollow metal door frames	Shop drawings	Tri-County Doors	0	10/01/26	Patel Architects	14	10/15/26		Under review	11/09/26	6	09/28/26	11d	