

## REQUEST FOR SUBSTITUTION

TO: Muza Lab LTD  
1st Floor, Woodgate Studios 2-8 Games Road  
Cockfosters, Barnet, Herts  
United Kingdom, EN4 9HN  
Phone: +44 20 7100 3300

ATTN: (List Project Designer)

FROM: \_\_\_\_\_  
Name of Company  
  
\_\_\_\_\_  
Street Address  
  
\_\_\_\_\_  
City/State/Zip Code  
  
\_\_\_\_\_  
Telephone Number  
  
\_\_\_\_\_  
Name of Person to Contact

PROJECT: (List Project Name and No.) \_\_\_\_\_

1. Specification Section and Paragraph numbers of product/method  
of construction specified:

Item Number of product specified: \_\_\_\_\_

Drawing Number where product/method of construction is  
indicated:

2. Describe proposed substitute: For method of construction  
attach description and drawings; for product, give information  
below:

Proposed Substitute:

- a. Name and Model Number: \_\_\_\_\_
- b. Manufacturer - Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone: \_\_\_\_\_
- c. Description: \_\_\_\_\_
- \_\_\_\_\_
- d. Attach applicable performance and test data.
- e. Numbers of applicable reference standards: \_\_\_\_\_.
- f. Attach a color chart, if applicable.
- g. Attach installation instructions.
- h. Attach sample or photograph.
3. Manufacturer's Reputation: Attach the following:
- a. Evidence of reputation for prompt delivery;
- b. Evidence of reputation for efficiency in servicing products.
4. Comparison: Attach an itemized comparison of the proposed substitution with product specified.
5. Previous Installation: Provide the following information on similar projects on which proposed substitution was used; list only projects which are in this project's geographic area and in which proposed substitution was used under similar conditions to those expected:

Name and Address of Project	Date of Installation	Name/Address/Phone of Arch./Designer
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a.

b.

c.

d.

6. Changes in Work: Attach data relating to changes required in other work to permit use of proposed substitution and changes required in the Construction Schedule.
7. Cost Data: Attach accurate cost data on proposed substitution in comparison with product specified.
8. In making request for substitution, Interior Contractor represents that:
  - a. He has personally examined the Drawings and Specifications; he has determined that the proposed substitution is equal or superior in all respects to the product/method of construction specified and that it is appropriate for the use intended in the Drawings and Specifications.
  - b. He will provide the same guarantee for substitution as for product or method specified.
  - c. He will coordinate installation of accepted substitution into Work, making such changes as may be required for Work to be complete in all respects.
  - d. He waives all claims for additional costs related to substitution which consequently become apparent.
  - e. Cost data is complete and includes all related costs under his Contract.

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Signature of Subcontractor or Materialman

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Date

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Signature of Interior Contractor

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Date

**END OF SECTION**