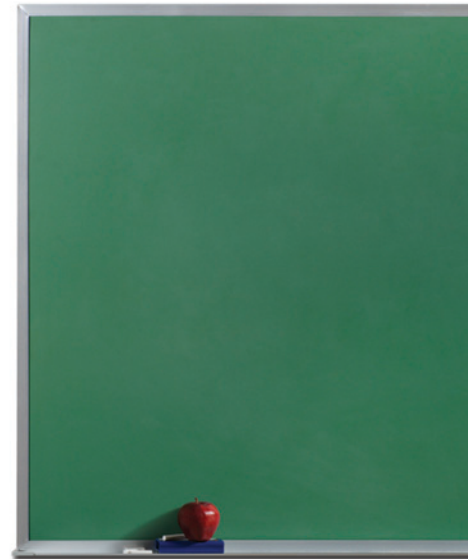




Interspec Systems Limited

995841 Mono/Adjala Townline, RR1 Rosemont, Ontario, Canada L0N 1R0
Toll free (866) 888-8981 Tel (705) 435-3780 Fax (705) 435-3770



Description _____

Section _____

Project _____

Prepared by _____

Date _____

Quote # _____

PO # _____

ENCLOSED

Submittal

Re-submittal Rev # _____

CONTACT INFORMATION

NAME	TITLE	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____





SUBMITTAL PACKAGE INSTRUCTIONS

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY. COMPLETING THE INFORMATION CORRECTLY WILL ENSURE THAT PRODUCTION OF YOUR PROJECT REMAINS ON SCHEDULE.

STEP 1

Review submittal package thoroughly.

The following documents require information and/or sign-offs.

A) VERIFICATIONS PAGE

- All involved parties should sign this page to verify the approved drawings and information met all requirements.
- All applicable information should be filled in and initialed where requested.

B) DRAWINGS

- Each drawing should be examined closely to ensure accuracy of details.
- All applicable signatures on each drawing are **MANDATORY** before production can begin.

STEP 2

Return the approved submittal package to Interspec.

A) EMAIL OR FAX (preferred method):

- Obtain the email address from your Interspec Sales Representative and email scanned copy of the package;
- OR fax to the attention of your Interspec Sales Manager to our fax (705) 435-3770.

B) MAIL:

- Make a photocopy of the approved submittal package for your own records before mailing. Address package to:
Interspec Systems Limited
995841 Mono/Adjala townline, RR#1 Rosemont, Ontario, Canada L0N 1R0

STEP 3

- After sending your approved submittal package, contact Interspec to ensure it has been received.

Toll free: (866) 888-8981 or **direct** (705) 435-3780

THIS SHOP DRAWING BOOKLET INCLUDES

Manufacturing Verifications	✓
Elevation Drawing(s)	✓
Installation Instructions	✓

Manufacturing of this product(s) covered by this shop drawing booklet will not commence until all verifications are initialed where required and information provided where required.

IMPORTANT

The following statement forms an integral part of this shop drawing submittal. By approving and returning this submittal, the customer acknowledges and accepts the following statement.

THE INFORMATION HEREIN FORMS A "MANUFACTURING BLUEPRINT" AND SHALL TAKE PRECEDENCE OVER ALL OTHER DOCUMENTATION, INCLUDING BUT NOT LIMITED TO, PROJECT SPECIFICATIONS, ADDENDA, AND DRAWINGS.



SHIPPING VERIFICATIONS

INFORMATION NEEDED TO PROCESS ORDER

CLIENT NAME / DATE _____

DELIVERY DATE
REQUESTED DELIVERY DATE _____
APPROVED BY _____

SHIP TO ADDRESS		
SHIP TO NAME _____		
STREET NUMBER _____	STREET NAME _____	
CITY _____	PROVINCE _____	POSTAL CODE _____

RECEIVING INFORMATION

On Site Contact _____ Contact Phone _____

Secondary/Emergency Contact _____ Secondary Contact Phone _____

Hours for Delivery _____

Type of receiving dock Ground Level Elevated Other _____

Restrictions _____

Type of truck required LTL Direct PU truck Other _____

Equipment on site to unload & remove order/shipment from truck Forklift Pallet jack Other (specify below) _____

Comments _____

IMPORTANT

- Delays in returning the shipping verification page, **WILL CAUSE DELAYS IN DELIVERY.**
- Verify information is correct and provide remaining information necessary to process order.
- Interspec cannot be held responsible for delays in transportation.
- Unloading and receiving of the equipment at job site is the responsibility of the customer.
- Transportation charges will be invoiced as per quote.

PLEASE NOTE:

Re-direction of any shipment after it has left our dock will incur additional cost to the customer. Please ensure equipment/staff is available on site.

APPROVED BY _____

PHONE _____

DATE _____

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DEVICE DETAILS

Date:	Customer:	
School:	Contact Name:	Delivery Date:

PLASTIC LAMINATE COLOURS

Please select 2 colours (an alternate in case your first selection has been discontinued). Colours selected are from a standard colour range.
FORMICA www.formica.com **PIONITE** www.pionite.com **ARBORITE** www.arborite.com **WILSONART** www.wilsonart.com

Selection 1 _____	COLOUR	_____	MANUFACTURER
Selection 2 _____	COLOUR	_____	MANUFACTURER

DETAILS REQUIRED

<p>LIGHT SWITCHES</p> <input type="checkbox"/> 120 v <input type="checkbox"/> 347 v <input type="checkbox"/> toggle <input type="checkbox"/> decora <input type="checkbox"/> other _____	<p>DUPLEXES</p> <input type="checkbox"/> regular <input type="checkbox"/> decora style <input type="checkbox"/> other _____
<p>THERMOSTAT</p> <input type="checkbox"/> 7/8 hole <input type="checkbox"/> 1104 box	<p>PA CALL SWITCH</p> <input type="checkbox"/> 1 3/8" x 13/16 punch out <input type="checkbox"/> 1104 box
<p>FIRE ALARM</p> <input type="checkbox"/> 1104 box <input type="checkbox"/> other _____	<p>CLOCK</p> <input type="checkbox"/> Flush mount battery <input type="checkbox"/> 1104 box <input type="checkbox"/> other _____
<p>VOICE /DATA</p> <input type="checkbox"/> blank <input type="checkbox"/> 1104 box <input type="checkbox"/> other _____	<p>OTHER DEVICES</p>

Other comments:

Target Completion Date of Project:
Approved by:
Phone:
Date:

IMPORTANT

- Appropriate approval signature(s) are required on all drawings as authorization to proceed with manufacturing. Production will not commence without signed drawings.
- Interspec provides equipment only, installation by others.
- Please note that any delays in returning the approved submittals, or returning them with incomplete or inaccurate information, **WILL CAUSE DELAYS IN DELIVERY** or possibly units built with wrong electrical and communication services.
- Please verify that the above information (where already provided) is correct and supply the remaining information necessary to process the order.
- Where there are discrepancies between drawings and verification sheets the verification sheet will take precedence over the drawings.
- Standard delivery is 6-8 weeks after receipt of approved, signed shop drawings.

