



Project Submittal Form

Rev. Date :
8-1-09

One submittal required for each project. Please fax form to 941-922-3108 or email form to: projects@cadwerks.us

Contact Info

This section only needs to be filled out once before given a Customer ID number (If you have a Customer ID number, enter # and leave remainder of "Contact Info" blank unless changed)

Company Name or Customer ID		Address		
Contact Name	City	State	Zip	
Contact Phone	Brief Description of Company Focus			
Contact Fax				
Contact E-mail				

File & Print Info

CAD & Technical Information guidelines & production output expectations.

Primary CAD software for this project		Version #	Secondary Software for this project		Version #
Print Sizes	Sets	Print Sizes	Sets	I need project completed in listed formats	<input type="checkbox"/> *I DO NOT have or use CAD products <input type="checkbox"/> I need all production created files <input type="checkbox"/> Please keep all production files <input type="checkbox"/> I need all sheets printed (See Below)
Print Sizes	Sets	Print Sizes	Sets		

Project Info

Enter all info according to project. (If more room is needed for Sheet Info, simply fill out another sheet & leave the rest blank)

Project Name and/or Number		Date Submitted	Expected Due Date	<input type="checkbox"/> New Project <input type="checkbox"/> Existing Project / Redlines <input type="checkbox"/> Existing Project / Design Changes <input type="checkbox"/> Next Project Phase
Overall Instructions / Work Required				
Sheet #	Sheet Name	Specific Sheet Instructions		
Sheet #	Sheet Name	Specific Sheet Instructions		
Sheet #	Sheet Name	Specific Sheet Instructions		
Sheet #	Sheet Name	Specific Sheet Instructions		
Sheet #	Sheet Name	Specific Sheet Instructions		
Sheet #	Sheet Name	Specific Sheet Instructions		
Sheet #	Sheet Name	Specific Sheet Instructions		

Attachments

List all attached documents & files.

I have included a TITLE BLOCK file	<input type="checkbox"/>	File Name:
**I have included a sample project set	<input type="checkbox"/>	File Name:
**I have included our project standards	<input type="checkbox"/>	File Name:
**I have included our CAD standards	<input type="checkbox"/>	File Name:
I have included an electronic CAD file	<input type="checkbox"/>	File Name:
I have included other electronic files	<input type="checkbox"/>	File Name:
		File Name:
		File Name:
I have included paper sheets	<input type="checkbox"/>	File Name:
		File Name:
		File Name:
I have included other misc. files	<input type="checkbox"/>	File Name:
		File Name:
		File Name:

* CADwerks will specify the CAD standards & software used to produce all drawings.

** If files are not included, CADwerks will specify the CAD standards used to produce all drawings.