**ARCHITECT SUBMITTAL LOG TEMPLATE [](https://bit.ly/2ImLO46)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROJECT ID** | | **PROJECT NAME** | | **LOCATION** | | | | | | | | | | | **CONTRACTOR** | | | | |
|  | |  | |  | | | | | | | | | | |  | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
|  | **ITEM ID** | **ITEM NAME** | **PARTY RESPONSIBLE** | **DATE RECEIVED** | **REFERRED** | | | **STATUS** | | | | | | **DATE RETURNED** | | **COPIES TO** | | | |
| **REFERRED TO** | **DATE  SENT** | **DATE RETURNED** | **PENDING** | **APPROVED** | **APPROVED  AS NOTED** | **DISAPPROVED  - RESUBMIT** | **INCOMPLETE  - RESUBMIT** | **DISAPPROVED** | **FILE** | **FIELD** | **OWNER** | **CONTRACTOR** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
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| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |

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