



# LEED™ Submittal Request Form

Enter the Project s Name and Address Information Below

Required Info

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address 1: \_\_\_\_\_

Project Address 2: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

This information will be used to calculate radius mileage to site.

Enter the contact for whom the submittal will be addressed

Required Info.

Recipients Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

This information will be used to address the letter and return the LEED Submittal

Required

Please "check" at least one below so we may send the submittal to you and anyone you need copied

Submittal Method: E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_ Copy: \_\_\_\_\_

Enter the Telling customer or contractor's information (If different from above)

Optional Info.

Contact's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Enter the Architects name , contact and address information (if you would like them referenced in the submittal).

Optional Info.

Contact's Name: \_\_\_\_\_

Architect's Name: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Enter any additional information you would like included in the LEED Submittal in the box below.

Click "Request Now" to submit request by E-mail, or please click to "Print" and then Fax to: 440.974.3408