

Sampson Construction Co., Inc.

MEMO

2701 Westland Court, Suite A
Cheyenne, WY 82001

Phone: (307) 426-4050
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TITLE: Submittal Exchange

DATE: 5/18/2015

PROJECT: KWHS/Main

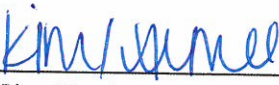
JOB: 13011

TO: Attn: Kirke Blenkhorn
Avani Environmental
95 Cypress Drive
Youngsville, NC 27596

Phone: (919) 570-2862 Fax: (919) 570-2863

DESCRIPTION:

We are using a web based program for submittals called Submittal Exchange which can be accessed at www.submittalexchange.com. As a contractor, you will be expected to upload your files in pdf format to Submittal Exchange. The submittals must be clearly labeled with individual specification sections. We require ALL submittals/shop drawings to be submitted in the pdf format, except actual samples and color charts which will need to be mailed. You should receive an invitation to use Submittal Exchange shortly, but if you don't receive within one week, please contact me Kent Jorgensen (307) 287-1153 or by e-mail at kent.jorgensen@sampson-construction.com. For technical support for logging into Submittal Exchange, contact the help desk at (800) 714-0024 or by e-mail at help@submittalexchange.com. On-line training sessions are available from Submittal Exchange weekly. With the use of this program, it will be very important that you submit your shop drawings according to the specifications. It is not acceptable to combine submittals from multiple spec sections; furthermore, multiple submittals may be required from one spec section and each submittal will need to be one pdf file. We plan to return submittal correspondence via email; therefore, the e-mail address is important and needs to be maintained throughout the job, so please send an e-mail to Kim at kim.devine@sampson-construction.com to confirm the following: 1. Project Manager name, email, mailing address, phone number and fax number; 2. Any additional individual(s) names and emails that you want copied for Submittal Exchange.

Signed: 
Kim Devine

Date: 5/18/2015