

**WILLOUGHBY INDUSTRIES, INC.**  
Submittal Request Form



WILLOUGHBY

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

Please choose one: email my submittal OR UPS ground (How many copies? \_\_\_)

**Project:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Willoughby Project No. or Quote No.** \_\_\_\_\_

**Send To:** \_\_\_\_\_

**Attention:** \_\_\_\_\_ **\*email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** (\_\_\_\_\_) \_\_\_\_\_

**Send Copy To:** \_\_\_\_\_

**Attention:** \_\_\_\_\_ **\*email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** (\_\_\_\_\_) \_\_\_\_\_

**Architect:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Mechanical Engineer:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Mechanical Contractor:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Wholesaler:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Representative:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

\*You now have the option to receive submittals via email or UPS ground.  
Please allow 2 weeks for Submittals.