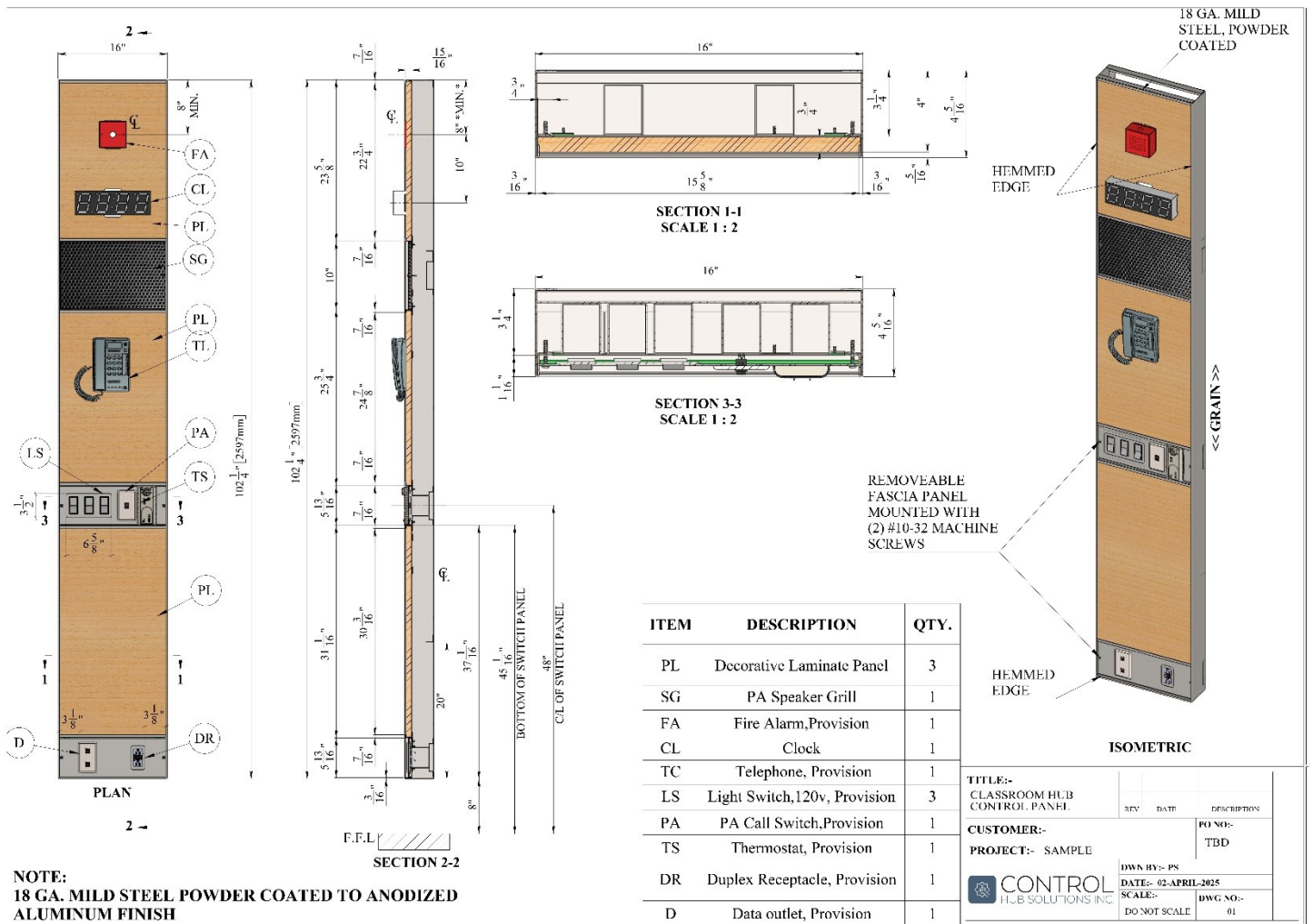






---

## SCHOOL SUBMITTAL PACKAGE FORM

|             |  |
|-------------|--|
| Project     |  |
| Prepared by |  |
| Date        |  |
| Quote #     |  |
| PO #        |  |

|                 |                          |              |                          |        |  |
|-----------------|--------------------------|--------------|--------------------------|--------|--|
| <b>ENCLOSED</b> |                          |              |                          |        |  |
| Submittal       | <input type="checkbox"/> | Re-submittal | <input type="checkbox"/> | Rev. # |  |

### CONTACT INFORMATION

| NAME | TITLE | PHONE |
|------|-------|-------|
|      |       |       |
|      |       |       |
|      |       |       |
|      |       |       |



## SUBMITTAL PACKAGE INSTRUCTIONS

**TO ENSURE THAT THE PRODUCTION OF YOUR PROJECT REMAINS ON SCHEDULE, IT IS VITAL THAT YOU COMPLETE THE INFORMATION CORRECTLY. (PLEASE READ THE INSTRUCTIONS BELOW CAREFULLY.)**

- 1. Carefully examine all requirements for your panel needs on a room by room basis.**
- 2. Complete all forms in detail including device requirements, PLAM selections, requested delivery dates, etc.**
- 3. Provide a room number for which you would like you mock up panel to be based on.  
NOTE: This panel will be used towards your total quantity but will allow for minor modifications.**
- 4. Return your completed forms to [info@controlhubsolutions.com](mailto:info@controlhubsolutions.com)**

### NOTE

**PLEASE NOTE THAT YOUR PANELS WILL BE MANUFACTURED PER THE FORMS 1 & 2 THAT WE RECEIVE AND THAT WILL BE THE BASIS OF MANUFACTURING AND WILL TAKE PRECEDENCE OVER DRAWINGS AND OTHER PROJECT SPECIFICATIONS SO PLEASE BE SURE ALL FORMS ARE ACCURATELY COMPLETED.**

## SHIPPING REQUIREMENTS FORM

### MANDATORY REQUIREMENTS TO PLACE ORDER

|              |              |
|--------------|--------------|
|              |              |
| PROJECT NAME | TODAY'S DATE |

|                         |                 |          |             |
|-------------------------|-----------------|----------|-------------|
| REQUESTED DELIVERY DATE | SHIP TO ADDRESS |          |             |
|                         |                 |          |             |
| APPROVED BY             |                 |          |             |
|                         | UNIT #          |          |             |
|                         |                 |          |             |
|                         | CITY            | PROVINCE | POSTAL CODE |
|                         |                 |          |             |

| RECEIVING INFORMATION |  |
|-----------------------|--|
| Site Contact          |  |
| Contact Phone         |  |

|                               |                          |           |                          |             |                          |          |
|-------------------------------|--------------------------|-----------|--------------------------|-------------|--------------------------|----------|
| Type of freight required      | <input type="checkbox"/> | LTL       | <input type="checkbox"/> | Direct      | <input type="checkbox"/> | PU truck |
|                               | <input type="checkbox"/> | Other     |                          |             |                          |          |
| Off-Loading equipment on site | <input type="checkbox"/> | Fork lift | <input type="checkbox"/> | Pallet jack |                          |          |
|                               | <input type="checkbox"/> | Other     |                          |             |                          |          |

|                                       |      |
|---------------------------------------|------|
|                                       |      |
| APPROVED BY (PRINT NAME AND POSITION) | DATE |

## FORM – 1 PANEL DETAILS

### PLASTIC LAMINATE COLOURS

Please select 2 colours (an alternate in case your first selection has been discontinued). Colours selected are from a standard colour range:

| FORMICA         | PIONITE         | ARBORITE         | WILSONART         |
|-----------------|-----------------|------------------|-------------------|
| www.formica.com | www.pionite.com | www.arborite.com | www.wilsonart.com |

|                     |        |              |
|---------------------|--------|--------------|
| Primary Selection   |        |              |
|                     | COLOUR | MANUFACTURER |
| Secondary Selection |        |              |
|                     | COLOUR | MANUFACTURER |

### DEVICE DETAILS REQUIRED

|                                              |          |                          |          |                          |                          |                          |              |
|----------------------------------------------|----------|--------------------------|----------|--------------------------|--------------------------|--------------------------|--------------|
| <b>LIGHT SWITCHES</b>                        |          |                          |          | <b>DULPEXES</b>          |                          |                          |              |
| <input type="checkbox"/>                     | 120 v    | <input type="checkbox"/> | 347 v    | <input type="checkbox"/> | regular                  | <input type="checkbox"/> | Decora style |
| <input type="checkbox"/>                     | decora   | <input type="checkbox"/> | other    |                          |                          |                          |              |
|                                              |          |                          |          |                          |                          |                          |              |
| <b>THERMOSTAT</b>                            |          |                          |          | <b>PA CALL SWITCH</b>    |                          |                          |              |
| <input type="checkbox"/>                     | 7/8 hole | <input type="checkbox"/> | 1104 box | <input type="checkbox"/> | 1 3/8" x 13/16 punch out | <input type="checkbox"/> | 1104 box     |
|                                              |          |                          |          |                          |                          |                          |              |
| <b>FIRE ALARM</b>                            |          |                          |          | <b>CLOCK</b>             |                          |                          |              |
| <input type="checkbox"/>                     | 1104 box |                          |          | <input type="checkbox"/> | Flush mount battery      | <input type="checkbox"/> | 1104 box     |
| <input type="checkbox"/>                     | other    |                          |          | <input type="checkbox"/> | other                    |                          |              |
|                                              |          |                          |          |                          |                          |                          |              |
| <b>VOICE DATA</b>                            |          |                          |          | <b>OTHER DEVICES</b>     |                          |                          |              |
| <input type="checkbox"/>                     | blank    | <input type="checkbox"/> | 1104 box |                          |                          |                          |              |
| <input type="checkbox"/>                     | other    |                          |          |                          |                          |                          |              |
|                                              |          |                          |          |                          |                          |                          |              |
| <b>APPROVED BY (PRINT NAME AND POSITION)</b> |          |                          |          | <b>SIGNATURE</b>         |                          | <b>DATE</b>              |              |



**FORM – 2 INDIVIDUAL ROOM SCHEDULE**

PRINT AS MANY INDIVIDUAL ROOM SCHEDULES AS REQUIRED

**ROOM SCHEDULE**

|                        |  |                        |  |                        |  |
|------------------------|--|------------------------|--|------------------------|--|
| <b>Room Number</b>     |  | <b>Room Number</b>     |  | <b>Room Number</b>     |  |
| Ceiling height (mm)    |  | Ceiling height (mm)    |  | Ceiling height (mm)    |  |
| Panel height (mm)      |  | Panel height (mm)      |  | Panel height (mm)      |  |
| # of switches          |  | # of switches          |  | # of switches          |  |
| Left or Right switches |  | Left or Right switches |  | Left or Right switches |  |
| Duplexes               |  | Duplexes               |  | Duplexes               |  |
| Voice/Data             |  | Voice/Data             |  | Voice/Data             |  |
| T-Stat                 |  | T-Stat                 |  | T-Stat                 |  |
| PA Call Switch         |  | PA Call Switch         |  | PA Call Switch         |  |
| Fire Alarm             |  | Fire Alarm             |  | Fire Alarm             |  |
| Clock                  |  | Clock                  |  | Clock                  |  |
| Other:                 |  | Other:                 |  | Other:                 |  |

|                        |  |                        |  |                        |  |
|------------------------|--|------------------------|--|------------------------|--|
| <b>Room Number</b>     |  | <b>Room Number</b>     |  | <b>Room Number</b>     |  |
| Ceiling height (mm)    |  | Ceiling height (mm)    |  | Ceiling height (mm)    |  |
| Panel height (mm)      |  | Panel height (mm)      |  | Panel height (mm)      |  |
| # of switches          |  | # of switches          |  | # of switches          |  |
| Left or Right switches |  | Left or Right switches |  | Left or Right switches |  |
| Duplexes               |  | Duplexes               |  | Duplexes               |  |
| Voice/Data             |  | Voice/Data             |  | Voice/Data             |  |
| T-Stat                 |  | T-Stat                 |  | T-Stat                 |  |
| PA Call Switch         |  | PA Call Switch         |  | PA Call Switch         |  |
| Fire Alarm             |  | Fire Alarm             |  | Fire Alarm             |  |
| Clock                  |  | Clock                  |  | Clock                  |  |
| Other:                 |  | Other:                 |  | Other:                 |  |

|                                         |  |  |
|-----------------------------------------|--|--|
| <b>Total Quantity of Units for Page</b> |  |  |
|-----------------------------------------|--|--|





**FORM – 2 INDIVIDUAL ROOM SCHEDULE**

**PRINT AS MANY INDIVIDUAL ROOM SCHEDULES AS REQUIRED**

**ROOM SCHEDULE**

|                        |  |                        |  |                        |  |
|------------------------|--|------------------------|--|------------------------|--|
| <b>Room Number</b>     |  | <b>Room Number</b>     |  | <b>Room Number</b>     |  |
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| Panel height (mm)      |  | Panel height (mm)      |  | Panel height (mm)      |  |
| # of switches          |  | # of switches          |  | # of switches          |  |
| Left or Right switches |  | Left or Right switches |  | Left or Right switches |  |
| Duplexes               |  | Duplexes               |  | Duplexes               |  |
| Voice/Data             |  | Voice/Data             |  | Voice/Data             |  |
| T-Stat                 |  | T-Stat                 |  | T-Stat                 |  |
| PA Call Switch         |  | PA Call Switch         |  | PA Call Switch         |  |
| Fire Alarm             |  | Fire Alarm             |  | Fire Alarm             |  |
| Clock                  |  | Clock                  |  | Clock                  |  |
| Other:                 |  | Other:                 |  | Other:                 |  |

|                        |  |                        |  |                        |  |
|------------------------|--|------------------------|--|------------------------|--|
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| T-Stat                 |  | T-Stat                 |  | T-Stat                 |  |
| PA Call Switch         |  | PA Call Switch         |  | PA Call Switch         |  |
| Fire Alarm             |  | Fire Alarm             |  | Fire Alarm             |  |
| Clock                  |  | Clock                  |  | Clock                  |  |
| Other:                 |  | Other:                 |  | Other:                 |  |

|                                         |  |  |
|-----------------------------------------|--|--|
| <b>Total Quantity of Units for Page</b> |  |  |
|-----------------------------------------|--|--|





**FORM – 2 INDIVIDUAL ROOM SCHEDULE**

PRINT AS MANY INDIVIDUAL ROOM SCHEDULES AS REQUIRED

**ROOM SCHEDULE**

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|------------------------|--|------------------------|--|------------------------|--|
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| Duplexes               |  | Duplexes               |  | Duplexes               |  |
| Voice/Data             |  | Voice/Data             |  | Voice/Data             |  |
| T-Stat                 |  | T-Stat                 |  | T-Stat                 |  |
| PA Call Switch         |  | PA Call Switch         |  | PA Call Switch         |  |
| Fire Alarm             |  | Fire Alarm             |  | Fire Alarm             |  |
| Clock                  |  | Clock                  |  | Clock                  |  |
| Other:                 |  | Other:                 |  | Other:                 |  |

|                        |  |                        |  |                        |  |
|------------------------|--|------------------------|--|------------------------|--|
| <b>Room Number</b>     |  | <b>Room Number</b>     |  | <b>Room Number</b>     |  |
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| Duplexes               |  | Duplexes               |  | Duplexes               |  |
| Voice/Data             |  | Voice/Data             |  | Voice/Data             |  |
| T-Stat                 |  | T-Stat                 |  | T-Stat                 |  |
| PA Call Switch         |  | PA Call Switch         |  | PA Call Switch         |  |
| Fire Alarm             |  | Fire Alarm             |  | Fire Alarm             |  |
| Clock                  |  | Clock                  |  | Clock                  |  |
| Other:                 |  | Other:                 |  | Other:                 |  |

|                                         |  |  |
|-----------------------------------------|--|--|
| <b>Total Quantity of Units for Page</b> |  |  |
|-----------------------------------------|--|--|





**FORM – 2 INDIVIDUAL ROOM SCHEDULE**

**PRINT AS MANY INDIVIDUAL ROOM SCHEDULES AS REQUIRED**

**ROOM SCHEDULE**

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| Voice/Data             |  | Voice/Data             |  | Voice/Data             |  |
| T-Stat                 |  | T-Stat                 |  | T-Stat                 |  |
| PA Call Switch         |  | PA Call Switch         |  | PA Call Switch         |  |
| Fire Alarm             |  | Fire Alarm             |  | Fire Alarm             |  |
| Clock                  |  | Clock                  |  | Clock                  |  |
| Other:                 |  | Other:                 |  | Other:                 |  |

|                        |  |                        |  |                        |  |
|------------------------|--|------------------------|--|------------------------|--|
| <b>Room Number</b>     |  | <b>Room Number</b>     |  | <b>Room Number</b>     |  |
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| Duplexes               |  | Duplexes               |  | Duplexes               |  |
| Voice/Data             |  | Voice/Data             |  | Voice/Data             |  |
| T-Stat                 |  | T-Stat                 |  | T-Stat                 |  |
| PA Call Switch         |  | PA Call Switch         |  | PA Call Switch         |  |
| Fire Alarm             |  | Fire Alarm             |  | Fire Alarm             |  |
| Clock                  |  | Clock                  |  | Clock                  |  |
| Other:                 |  | Other:                 |  | Other:                 |  |

**Total Quantity of Units for Page**





**FORM – 2 INDIVIDUAL ROOM SCHEDULE**

**PRINT AS MANY INDIVIDUAL ROOM SCHEDULES AS REQUIRED**

**ROOM SCHEDULE**

|                        |  |                        |  |                        |  |
|------------------------|--|------------------------|--|------------------------|--|
| <b>Room Number</b>     |  | <b>Room Number</b>     |  | <b>Room Number</b>     |  |
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| Fire Alarm             |  | Fire Alarm             |  | Fire Alarm             |  |
| Clock                  |  | Clock                  |  | Clock                  |  |
| Other:                 |  | Other:                 |  | Other:                 |  |

|                        |  |                        |  |                        |  |
|------------------------|--|------------------------|--|------------------------|--|
| <b>Room Number</b>     |  | <b>Room Number</b>     |  | <b>Room Number</b>     |  |
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| Fire Alarm             |  | Fire Alarm             |  | Fire Alarm             |  |
| Clock                  |  | Clock                  |  | Clock                  |  |
| Other:                 |  | Other:                 |  | Other:                 |  |

**Total Quantity of Units for Page**

**GRAND TOTAL QUANTITY UNITS REQUIRED**

