

NEW BUILDING SUBMISSION PACKAGE CHECKLIST

Do not send to Nexant unless ALL boxes are checked.

Send project documents as a single emailed package to **NewBuildings@Nexant.com**.

LIGHTING APPLICATION	X
ComCheck	
Fixture Schedule	
Reflected Ceiling Plans	
Pay Apps and/or Invoices with Matching Product Part Numbers and Quantities	
SRP Lighting Application with Customer Information Tab Filled Out	
Ink-Signed and Scanned Terms & Conditions and W-9	
DLC Screenshots (Look to Manufacturer's Rep Agency)	
Lighting Fixture Submissions/Cut Sheets	

NON-LIGHTING APPLICATION	X
Pay Apps and/or Invoices with Matching Product Part Numbers and Quantities	
Mechanical Drawings	
Ink-Signed and Scanned Terms & Conditions and W-9	
SRP Non-Lighting Application with Customer Information Tab Filled Out	



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