REQUEST FOR INFORMATION (RFI)

RFI no.	
Project	
Date	
To	
From	
Sheets / details	
Grid / location	
Question	
Priced as (assumption until answered)	
Suggested solution	
Response needed by	
Cost impact	Yes [ ] No [ ] Amount: $
Schedule impact	Yes [ ] No [ ] Days:

RESPONSE (to be completed by the design team)

Response	
Answered by	
Date answered	
Drawing or spec revision issued?	

One question per RFI. If no answer arrives by the date above, the item stays priced as stated in the “Priced as” line.