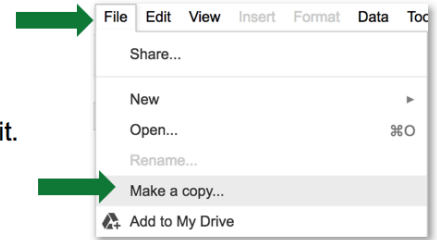


How to use this template:

This is a view-only file and cannot be edited.

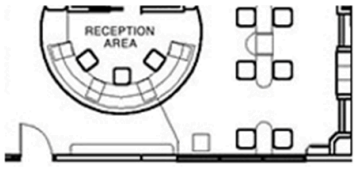

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In the menu, click **File > Make a copy...**



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Sample General RFI Template for Construction

Project Name		RFI Number	Date of Request
Cartman & Associates Front-Office Redesign		A1006	01/05/2030
Project Location		Project ID	Drawing ID
1200 Pike Place, 1st Floor		R7-625A1	A21
RFI Overview		Section(s) Referenced	
Reception desk height and width in spec does not match initial request		Fig-1-Reception.jpg	
Change in Cost		Change in Time	
<input type="checkbox"/> No change		<input type="checkbox"/> No change	
<input checked="" type="checkbox"/> Increase in cost	\$1,400.00	<input checked="" type="checkbox"/> Increase in time (# of days)	1
<input type="checkbox"/> Decrease in cost		<input type="checkbox"/> Decrease in time (# of days)	
Request / Clarification Required			
Initial desk build-out request: 63"Wx32"Dx41"H Spec dimensions read: 104"Wx32"Dx41"H			
Name of Requesting Party	Signature	Date of Request	
Joel Richardson		01/05/2030	

Sample General RFI Template for Construction - Example

Company Name

123 Main Street. Hamilton, OH 44416

(321) 456-7890

Email Address

Point of Contact

Logo

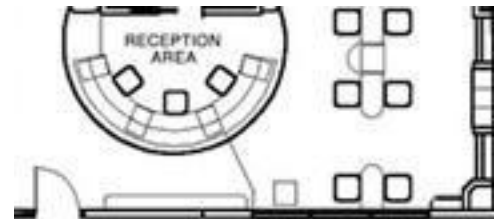
Request For Information

Project Name			RFI Number		Date of Request	
Cartman & Associates Front-Office Redesign			A1006		01/05/2030	
Project Location			Project ID		Drawing ID	
1200 Pike Place, 1st Floor			R7-625A1		A21	
RFI Overview			Section(s) Referenced			
Reception desk height and width in spec does not match initial request			Fig-1-Reception.jpg			
Change in Cost			Change in Time			
	No change			No change		
X	Increase in cost	\$1,400.00	X	Increase in time (# of days)		1
	Decrease in cost			Decrease in time (# of days)		

Request / Clarification Required

Initial desk build-out request: 63"Wx32"Dx41"H

Spec dimensions read: 104"Wx32"Dx41"H



Name of Requesting Party	Signature	Date of Request
Joel Richardson		01/05/2030

Response

Initial desk build-out request size is correct: 63"Wx32"Dx41"H

Name of Requesting Party	Signature	Date of Response
Calista Schultz		01/10/2030

Sample General RFI Template for Construction

Company Name

Street Address, City, State ZIP

Phone Number

Email Address

Point of Contact

Logo

Request For Information

Project Name				RFI Number		Date of Request	
Project Location				Project ID		Drawing ID	
RFI Overview				Section(s) Referenced			
Change in Cost				Change in Time			
	No change				No change		
	Increase in cost				Increase in time (# of days)		
	Decrease in cost				Decrease in time (# of days)		

Request / Clarification Required		
Name of Requesting Party	Signature	Date of Request

Response		
Name of Requesting Party	Signature	Date of Response

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