



Logo or Name of Practice

Request for Information RFI No. _____

To:

From:

Project:

Issue Date:

Project no.

Requested Reply Date:

Copies to:

Description of Request:

(fully describe the question or type of information requested)

References / Attachments:

(List specific documents researched when seeking information requested, including specifications and drawings)

Recommendation or Direction to Contractor:

(if RFI concerns a site or construction condition, the sender may provide a recommended solution)

Reply:

(Provide answer to RFI, including cost and/or schedule considerations)

Response contained in contract documents **yes** **no**

By: _____ **Date:** _____