

EXAMPLE CONSTRUCTION RFI TEMPLATE

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Company Name

123 Main Street

Hamilton, OH 44416

(321) 456-7890

Email Address

Point of Contact

YOUR LOGO

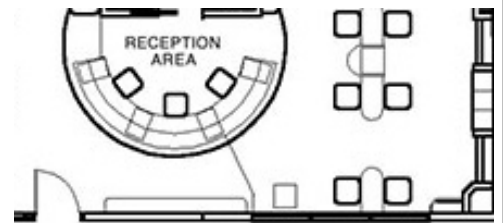
REQUEST FOR INFORMATION

PROJECT NAME			RFI NUMBER			DATE OF REQUEST		
Cartman & Associates Front-Office Redesign			A1006			00/00/0000		
PROJECT LOCATION			PROJECT ID			DRAWING ID		
1200 Pike Place, 1 st 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				
<input checked="" type="checkbox"/>	INCREASE IN COST		\$ 1,400	<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				00/00/0000	

RESPONSE

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

NAME OF RESPONDING PARTY		SIGNATURE		DATE OF RESPONSE	
Calista Schultz				00/00/0000	

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