

Sample General RFI Template for Construction - Example

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Company Name

123 Main Street. Hamilton, OH 44416

(321) 456-7890

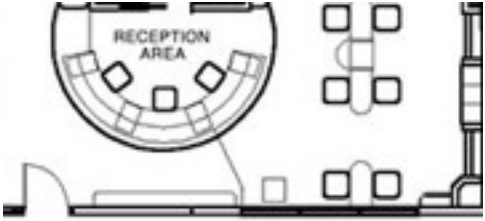

Email Address


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

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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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