**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=10770&utm_source=template-word&utm_medium=content&utm_campaign=General+Construction+RFI-word-10770&lpa=General+Construction+RFI+word+10770)Sample General RFI Template   
for Construction - Example**

|  |  |
| --- | --- |
| **Company Name** | **Logo** |
| 123 Main Street. Hamilton, OH 44416 |
| (321) 456-7890 |
| Email Address | **Request For Information** |
| Point of Contact |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | | |
| A black and white drawing of a reception area  AI-generated content may be incorrect.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** | **Logo** |
| Street Address, City, State ZIP |
| Phone Number |
| Email Address | **Request For Information** |
| Point of Contact |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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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