**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) |   |

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| **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"HSpec dimensions read: 104"Wx32"Dx41"H |
| **Name of Requesting Party** | **Signature** | **Date of Request** |
| Joel Richardson |  | 01/05/2030 |

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| **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**

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

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| --- |
| **Response** |
|  |
| **Name of Requesting Party** | **Signature** | **Date of Response** |
|  |  |  |

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