

REQUEST FOR INFORMATION (RFI)

Last Updated: February 2026

RFI INFORMATION

RFI Number: _____

Date Submitted: _____

Project Name: _____

Project Number: _____

Submitted By: _____

Company: _____

Phone: _____

Email: _____

To: & Architect & Owner & Engineer & Other: _____

Priority: & Low & Normal & High & Urgent

Response Required By: _____

QUESTION/ISSUE

Drawing Reference: _____

Specification Reference: _____

Location/Area: _____

Description of Question or Issue:

_____	:	_____
_____	:	_____
_____	:	_____
_____	:	_____
_____	:	_____
_____	:	_____
_____	:	_____

Impact on Schedule/Cost:

_____	:	_____
_____	:	_____

RESPONSE

Response Date: _____

Responded By: _____

Company: _____

Answer/Resolution:

_____	:	_____
_____	:	_____
_____	:	_____
_____	:	_____

	:	
	:	

Drawing/Specification Revision: _____

Status: & Answered & Pending & Closed

ATTACHMENTS

- & Photos
- & Drawings
- & Specifications
- & Other: _____