|  |  |  |  |
| --- | --- | --- | --- |
| **Project:** |       | **RFI Number:** | **RFI-** |
| **Client:** |       | **Date Prepared:** |       |
| **Project No:** |       | **File:** |   |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contractor:** |            | **RFI from:** |       |
| **Attention:** |       |  |  |

| **RFI Item** | **Question** | **Spec/Detail Ref** |
| --- | --- | --- |
| 1 | List RFI items here or refer to attached RFI document from contractor. |  |
|  |  |  |

**Note:** The following response provides an answer to the request for information noted herein. Proceeding with work in accordance with this response indicates the *Contractor’s* acknowledgment that there will be no change in the *Contract Price* and/or *Contract Time*. If the *Contractor* believes that this response affects the *Contract Price* or *Contract Time*, the *Contractor* shall promptly notify the *Consultant*.

| **RFI Item** | **Response** |
| --- | --- |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **RFI Response by:** |        | **Date:** |       |

**Attachments**

list attachments or state "none"