

REQUEST FOR INFORMATION



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Project : _____
Contractor : _____
RFI No. : _____ **Date:** _____

References:
Drawing: _____ **Spec:** _____
Addendum: _____ **Other :** _____

This is a Request For Information to resolve conflicts in plans and specifications and/or to avoid conflicts between different trades. It may or may not involve change in contract price or contract completion time.

Description of Information Needed:

Contractor's Possible Solution:

Contractor Rep.: _____ **Date:** _____

Design Consultant Response:

Design Consultant Rep.: _____ **Date:** _____