

# Request for Information

Project: \_\_\_\_\_ No.: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

From: \_\_\_\_\_

PM: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

To: \_\_\_\_\_

Action Requested: \_\_\_\_\_ Clarification

\_\_\_\_\_ Direction

\_\_\_\_\_ Approval

\_\_\_\_\_ Alternate Proposal

Attn: \_\_\_\_\_

Response Desired

\_\_\_\_\_ Other: \_\_\_\_\_

Probable Effect: \_\_\_\_\_ Increase/Decrease Cost

\_\_\_\_\_ Increase/Decrease Time

\_\_\_\_\_ No Change

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Reference: Drawing No.: \_\_\_\_\_ Detail No.: \_\_\_\_\_ Spec. Section: \_\_\_\_\_ Article: \_\_\_\_\_

RFI \_\_\_\_\_

**Information Needed:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Submitted By:**

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\_\_\_\_\_ Proceed With Recommended Solution

\_\_\_\_\_ Additional Instructions to Follow

**Recommendation:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

C:  
File:  
Attachments \_\_\_\_\_