

DRAFT AIA® Document G716™ – 2004

Request for Information ("RFI")

TO:		FROM:	
PROJECT:		ISSUE DATE:	RFI No. 001
PROJECT NUMBERS: /		REQUESTED REPLY DATE:	
		COPIES TO:	
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RFI DESCRIPTION: <i>(Fully describe the question or type of information requested.)</i>			
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REFERENCES/ATTACHMENTS: <i>(List specific documents researched when seeking the information requested.)</i>			
SPECIFICATIONS:	DRAWINGS:	OTHER:	
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SENDER'S RECOMMENDATION: <i>(If RFI concerns a site or construction condition, the sender may provide a recommended solution, including cost and/or schedule considerations.)</i>			
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RECEIVER'S REPLY: <i>(Provide answer to RFI, including cost and/or schedule considerations.)</i>			
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BY	DATE	COPIES TO	

Note: This reply is not an authorization to proceed with work involving additional cost, time or both. If any reply requires a change to the Contract Documents, a Change Order, Construction Change Directive or a Minor Change in the work must be executed in accordance with the Contract Documents.