

## REQUEST FOR INFORMATION (RFI FORMAT)

Contractor:		Architect: KG&D Architects, PC
Address:		Address: 285 Main Street, Mt. Kisco, NY 10549
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Email:		Email: <a href="mailto:tcaruso@kgdarchitects.com">tcaruso@kgdarchitects.com</a>
Project Name:		Project Location:
RFI Number:	Date of Request:	Requested Date of Response (5 business days minimum):
Description, complete with backup data as necessary attached hereto:		
Sketches of Conditions	Specification Paragraph Reference(s):	Drawing Reference(s):
Proposed Solution:		
Cost Impact:		Time Impact:
Trade/Specialty Contractors Affected:		
Trade/Specialty Contractors Coordinated With:		
Submitted By:		
Architect's Response:		
By:		Date of Response: