

# REQUEST FOR INFORMATION

**RFI NO:** \_\_\_\_\_

**DATE:**    /    /

**PROJECT:**

**PROJ. NO:**

**LOCATION:**

**TO THE ATTENTION OF:**

**FROM:**

**PHONE:**

**FAX:**

**TRADE:**

**DATE INFORMATION REQUIRED BY:**

**REQUEST:**

**Spec Section: Description:**


**REPLY:**


**BY:**

**FIRM:**

**DATE:**

If a "Request for Information" is deemed relevant and appropriate by the Architect, the Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness. Upon evaluation of the Prime Contractor's request and if deemed necessary, the Architect's response may include supplemental drawings and specifications.