

# RFI Template

## Overlay active Text Fields over a Template Base

**Sample RFI Template created in Bluebeam Revu**

**Markup tools stored in the Tool Chest**

**Markups list Tab**

**General Contractor\_RFI Form\***

**General Contractor RFI**

Project Title: Alpha Project  
Project Number: 10004-5  
Address Line 1: 123 Main St.  
Address Line 2: Paris, TX 75462  
Phone: (555) 123-4567  
Fax: (555) 123-8010

RFI #: RFI X-XXXX  
Date Created: XX/XX/09  
Date Required: XX/XX/09

To: Contact Name: [Active text field for response]  
Firm Name: Smith Architects  
Address Line 1: 456 Fort St.  
Address Line 2: Dallas, TX 75201  
Phone: (555) 987-6543  
Fax: (555) 987-2100

From: Contact Name: [Active text field for response]  
Firm Name: Best General Contractor  
Address Line 1: 7890 Hamlet Lane  
Address Line 2: Dallas, TX 75201  
Phone: (555) 987-0987  
Fax: (555) 987-6543

Subject: [Active text field for response]  
Short description: [Active text field for response]  
Discipline: [Active text field for response]  
Subcontractor: [Active text field for response]

Drawing Reference: [Active text field for response]  
Drawing no / Rev no / Title / Rev Date: XXXX / XXXX / XXXX / XXXX.09

Specification Section Reference: None  
Sketch Reference: None

Question: [Active text field for response]  
Suggestion: [Active text field for response]  
Answer: [Active text field for response]

Signature: [Active text field for response]  
Date Answered: [Active text field for response]

CC: Company: [Active text field for response]  
Contact: [Active text field for response]  
Via: e-mail  
Notes: None

**Text Box Properties**

General

Author: [Active text field for response]  
Subject: From: [Active text field for response]  
Contact Name: [Active text field for response]

Modified: 9/29/2009 3:38:09 PM  
Lock [Active text field for response] (0) Replies

Appearance

Color: [Active text field for response]  
Fill Color: [Active text field for response]  
Opacity: 100  
Fill Opacity: 100  
Line Width: 0.00  
Style: [Active text field for response]  
End: [Active text field for response] Auto  
Font: Arial  
Font Size: 10  
Line Space: 1.00  
Margin: [Active text field for response]  
Text Color: [Active text field for response]  
Alignment: [Active text field for response]  
Font Style: [Active text field for response] S' S<sub>1</sub>

Custom

Finishes - Price: [Active text field for response]  
Estimate: [Active text field for response]

Layout

Options

Add to My Tools [Active text field for response]  
Set as Default [Active text field for response]

**Markups list**

Subject	Page	Status	Author	Date	Color	Comments	Layer	Space	Finishes - Price	Estimate
To:	Page 1	None	elee	9/29/2...		Contact Name:				
From:	Page 1	None	elee	9/29/2...		Contact Name				
RFI NO.	Page 1	None	elee	9/1/20...		RFI X-XXXX				
Date C...	Page 1	None	elee	9/29/2...		XX/XX/09				
Date R...	Page 1	None	elee	9/1/20...		XX/XX/09				
Subject	Page 1	None	elee	9/1/20...		Short description				
Discipli...	Page 1	None	elee	9/1/20...		Discipline				

Drag control points to resize, or drag text box to move. Double click to edit text

Grid Snap Content Markup Reuse Sync 8.50 x 11.00 in (-3.07, 3.88)

Once the RFI is filled in, right click and drag to select all the text within a rectangle, then right click again and select **Flatten** from the menu.

Work down the **Comments** column in the **Markups list** to fill in the RFI template. Turn on the **Dimmer** to see Flattened items and to distinguish the active Text Fields from the inactive. Flatten the filled in items before sending.

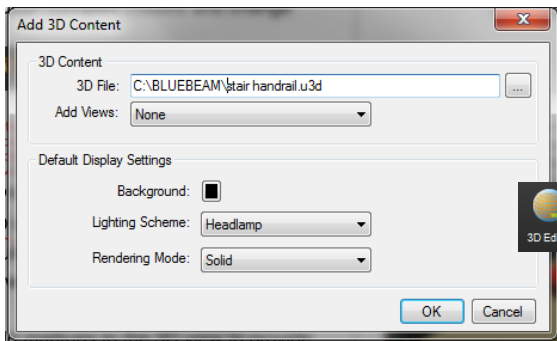
# RFI Template: 3D

## Insert a U3D into your RFI template and add markups for clarification

Use the **3D Hover Bar** to navigate through complex models and change render modes.



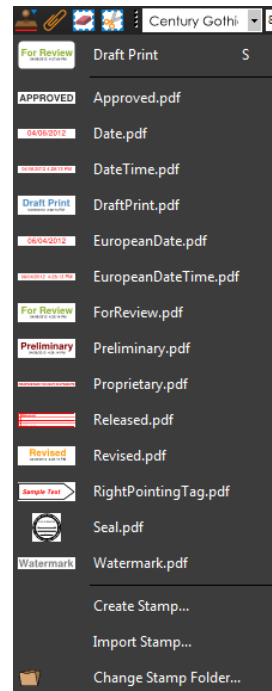
## Adding a U3D Image into an RFI



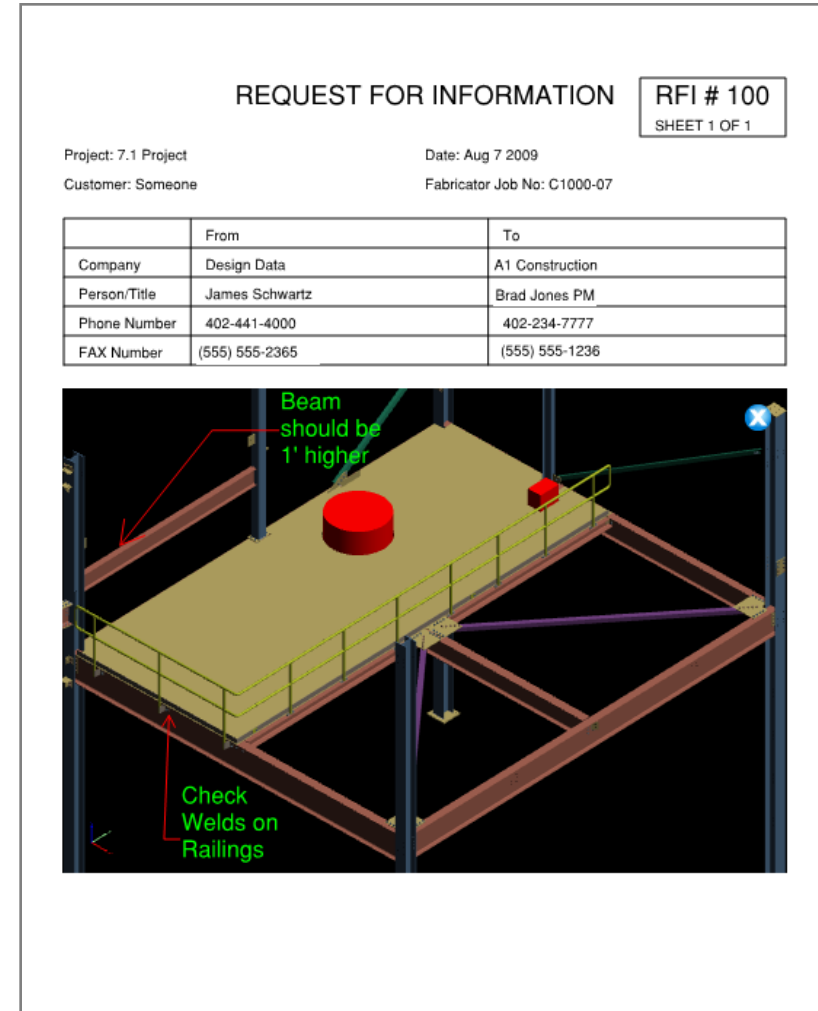
To insert a U3D image into your RFI template, go to **Edit**, then select the **3D Editor**. Drag a rectangle on to the page to determine where you want to insert the image and then select your U3D file from the *Add 3D Content* dialog box.


## Stamp your RFI

Revu includes a variety of commonly used stamps. Just click on the stamp you want to use and place it on your RFI template, or create a custom stamp that includes your company logo, dynamic date and time, status and signature field.



For more information about 3D markups, [check out these tutorials](#).



**Add markups to the 3D view** in your RFI template to provide clear communication. If you want to close the Markup View to navigate through the model, just click on the blue  in the top right corner of the view. Once the Markup View is closed the markups will be indicated by glowing blue spheres.