

Request for Information (RFI)

[Project Name]: _____

[RFI Number]: _____

[Date of Submission]: _____

Subcontractor's Information:

- Name: _____

- Company: _____

- Address: _____

- Phone: _____

- Email: _____

Project Details

- Project Name: _____

- Location: _____

- Client: _____

- Architect: _____

- Engineer: _____

- Contractor: _____

RFI Purpose

- Briefly describe the reason for this RFI. _____

- Highlight the importance of the requested information.

RFI Questions/Requests

1. _____

2. _____

3. _____

Responses from Other Parties

Architect's Response

1. _____

2. _____

3. _____

Engineer's Response

1. _____

2. _____

3. _____

Contractor's Response

1. _____

2. _____

3. _____

Client's Response

1. _____

2. _____

3. _____

Additional Information

- Mention any relevant deadlines or time-sensitive details.

Subcontractor's Signature
