



REQUEST FOR INFORMATION

Date Submitted: _____
RFI #: _____
Drawing Ref #: _____
Spec Section: _____

Project: _____
Contractor: _____
School Site: _____
Subject: _____
PO #: _____

Contractor's Question

No Yes <-- Separate Material Sample(s) (Yes/No) (If Yes, describe above)

Contractor's Suggestion **Required**

No Yes <-- Separate Material Sample(s) (Yes/No) (If Yes, describe above)

- Critical (24 Hrs)
- Urgent (48 Hrs)
- Standard (10 Days)

- Change in scope which may affect contract cost or time.
- Supplemental instructions not affecting contract cost or time.

Architect's Response

Arch. Signature: _____ Date: _____

Per the Contract General Conditions, the Contractor shall not proceed with additive or deductive Work which has change order implications as a result of this RFI without prior written approval.