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|  |  |  |  | [Company Logo] | |
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| Construction RFI Template | | | | | |
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| **Project Name:** | |  | | | |
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| **Project Location:** | |  | | | |
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| **RFI#** | | **Request Date** | | **Response Due Date** | |
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| **RFI Summary** | | | | | |
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| **RFI Question** | | | | | |
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| Name and job title: | | | Email: | | |
| Company: | | | Phone: | | |
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| **RFI Response** | | | | | |
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| Name and job title: | | | Email: | | |
| Company: | | | Phone: | | |