

[Company Logo]

## Construction RFI Template

<b>Project Name:</b>	
<b>Project Location:</b>	

<b>RFI#</b>	<b>Request Date</b>	<b>Response Due Date</b>

<b>RFI Summary</b>

<b>RFI Question</b>	
<b>Name and job title:</b>	<b>Email:</b>
<b>Company:</b>	<b>Phone:</b>

<b>RFI Response</b>	
<b>Name and job title:</b>	<b>Email:</b>
<b>Company:</b>	<b>Phone:</b>