**Project:**

|  |  |  |  |
| --- | --- | --- | --- |
| Contractor: |  | RFI No.: |  |
| Contract No.: |  | Date Submitted: |  |

**Request**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Originator: |  | | | Attention: | |  | |
| Drawing No.: |  | | | Specification No.: | | |  |
| **Description of Request** | | | | | | | |
|  | | | | | | | |
| Date Reply is Requested By: | |  | Signature: | |  | | |

**Response to Request**

|  |  |
| --- | --- |
|  | |
| Direction: | Requested Information/Clarification Provided.  Submit a Change Order proposal and all associated justification/documentation.  Other: |

|  |  |  |
| --- | --- | --- |
| **Response By** |  | **Owner’s Representative Review** |
|  |  |  |
| Signature |  | Signature |
|  |  |  |
| Printed Name & Title |  | Printed Name & Title |
|  |  |  |
| Date |  | Date |