

<b>Request for Information (RFI) Form</b>		<b>RFI No.</b>		<b>Rev.</b>		<b>Total pages</b>	
<b>Step 1 (General Contractor to complete): Contract &amp; Information Requested</b>							
<b>Contract Number</b>		<b>Contract Name</b>					
<b>Subject:</b>							
<b>Date Requested</b>			<b>Request Response by</b> (Allow reasonable timeframe for TTC to review and respond)				
<b>Reference Documents (relevant portions attached)</b>							
Contract Drawing #:							
Shop Drawing #:							
Specification Section / Clause:							
<b>Description of RFI</b>							<input type="checkbox"/> See attached (if required)
Proposed Resolution (If any)				<input type="checkbox"/> Information not shown on Contract Documents <input type="checkbox"/> Clarification / Interpretation of Contract Documents <input type="checkbox"/> Conflict in Contract Documents / Requirements <input type="checkbox"/> Site Conditions <input type="checkbox"/> Other: _____			
Requested by (Name & Position)				Company Name			

<b>Step 2 (TTC to complete)</b>							
<b>Response to RFI</b>							<input type="checkbox"/> See attached (if required)
Replied by (Name & Position)				Date Replied		<input type="checkbox"/> Unjustified <input type="checkbox"/> Incomplete	