**REQUEST FOR INFORMATION**

**Request for Information No.: RFI No.**

TO: (Town Project Manager or Consultant’s Name)

 (Town Project Manager or Consultant’s Title)

FROM: (Contractor’s Project Manager’s Name)

 (Contractor’s Project Manager’s Title)

Project/Contract Number: Project/Contract No.

Project Name: Project Name

Project Address/Location: Project Address/Location

Reference:

[ ]  Drawing-Sheet No.: [ ]  Field Condition

[ ]  Specification: ☐ Other:

[ ]  Shop Drawing-Sheet No.

Is this item in the Project Schedule’s critical path? Yes [ ]  No [ ]

Information Requested:

Click here to enter text.

Name of Contractor Contractor’s Name

Name: Print Name of Person Signing

Title: Title of Person Signing

Date: Click to Enter a Date

C: Click here to enter text.

Click here to enter text.

Click here to enter text.