**REQUEST FOR INFORMATION NO. \_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| PROJECT:                                                                                     | PROJECT NO.:                                         |
| CONTRACTOR:                                                                            | DATE:                                                       |

|  |  |
| --- | --- |
| FROM: Name, Company | TO: Name, Company |
| **FROM CONTRACTOR** |
| SUBJECTQUESTION(S)SUGGESTION(S)Estimated Cost:                            |
| **REPLY TO CONTRACTOR** | **REPLY DATE:** |
| Per the Contract General Conditions, the Contractor shall not proceed with additive or deductive Work which has change order implications as a result of this RFI without prior written approval from the Trustees. |