

(YOUR COMPANY NAME HERE)

1234 My Street, Any City, CA 91234
(908) 123-4567 Fax (908) 123-4568

R.F.I.

(REQUEST FOR INFORMATION)

Project #:		RFI #:	
Project Name:		Date Requested:	
Solicitation No.:		Reference:	
Drawing:		Specification Section:	
DESCRIPTION OF PROBLEM OR INFORMATION REQUESTED			
Please be as specific as possible.			
OWNER RESPONSE			
OWNER TRACKING No.:		AMEND No.:	
VA Project Engineer/Manager:		Date:	