[Your company name and logo]

Request for Information (RFI)

A clear question to the design team or client with the information needed to answer it

To		**From**	
Project		**Contract**	
RFI number		**Date raised**	
Response required by		**Linked drawing or specification**	

1. Question

[Ask one clear question. Reference the drawing, detail, specification clause or location it relates to.]

2. Background

[Explain what you have found on site or in the documents and why it needs to be answered.]

3. Proposed solution (optional)

[Suggest an answer where you have one. This often speeds up the response.]

4. Impact if not answered by the date above

Possible effects

Check	Yes	No / N/A	Notes and action
Delay to the programme or a key date			
Additional cost or a change to the work			
Work on hold in the affected area			
Health and safety or temporary works implications			

Response (for the recipient to complete)

[Answer, with any revised drawings or instructions attached.]

Responded by	Position	Date	Instruction issued (Yes or No)

[Your company name and logo]

RFI Register

Track every RFI from issue to close out

RFI no.	Date raised	Subject	To	Due	Answered	Status

Check the clauses, periods and requirements in your own contract and procedures before use. This template is general guidance, not legal advice.