pointCPD

Request for information

Query on the contract documents

One question per RFI. Include references and a proposed answer. A response to an RFI is not an instruction to vary the work unless it is confirmed as a variation.

1. RFI details

RFI number		**Date issued**	
Project / site		**From (builder)**	
To Architect, engineer, certifier, client		**Copies to**	
Subject			

2. Document references

Drawing number(s) and revision		**Detail / grid / location**	
Specification clause		**Photos or sketches attached?**	

3. Question and proposed answer

What the documents show	
The problem Conflict, omission, unclear, not buildable, product unavailable	
Question	
Proposed answer	

4. Timing and impact

Response required by		**Work affected if late**	
Possible cost impact? Yes / No / Unknown		**Possible time impact?** Yes / No / Unknown	

5. Response

Response			
Responded by		**Date received**	
Variation required? If yes, variation number		**Closed by / date**	

6. RFI register

No.	Date	Subject	To	Needed by	Answered	Variation?