

## **REQUEST FOR INFORMATION**

T. A. WOODS CO., INC.

PROJ. NUMBER:

RFI NUMBER:

6713 NETHERLANDS DRIVE

DATE:

WILMINGTON, NC 28405

phone (910) 452-7900 fax (910) 452-7913

TO:

ATTN:

PROJECT NAME:

DRAWING REF.:

SPEC. REF.

BLDG LOCATION:

RM NO.

**Question:**

To avoid schedule delays, Response needed by:

**RESPONSE:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RESPONCE BY:

\_\_\_\_\_

DATE:

\_\_\_\_\_

Name & Title

\_\_\_\_\_

SUBMITTED BY:

\_\_\_\_\_

DATE:

\_\_\_\_\_

This issue does  
complete.

☐

does not

☐

affect our Contract Cost and/or Time to

# CONTRACTOR'S REQUEST FOR INFORMATION

ATTENTION: \_\_\_\_\_

CONTRACT NO. and TITLE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

CONTRACTOR'S REP: \_\_\_\_\_

TYPE OF REQUEST: ☐ INFO ONLY ☐ NO COST ☐ ADDITIONAL COST ☐ CREDIT

NATURE OF REQUEST: ☐ ARCHIT ☐ ELECT ☐ MECH ☐ CIVIL ☐ STRUCTURAL ☐ ADMIN ☐ OTHER

ACTION REQUESTED: ☐ PRIORITY 1  
(5 WORKING DAYS) ☐ PRIORITY 2  
(10 DAYS) ☐ PRIORITY 3  
(15 DAYS)

REFERENCE SPECIFICATION/DRAWING: \_\_\_\_\_

DESCRIPTION OF RFI: \_\_\_\_\_

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DATE RECEIVED BY AROICC: \_\_\_\_\_

FORWARDED TO: ☐ CON REP ☐ A/E DESIGNER ☐ PW DESIGNER DATE: \_\_\_\_\_

REPLY: \_\_\_\_\_

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REVIEWER'S RECOMMENDATION: ☐ INFO ONLY ☐ NO COST ☐ MODIFICATION TO FOLLOW

RECEIVED FROM REVIEWER DATE: \_\_\_\_\_

FORWARDED TO CONTRACTOR

RESPONDENT's SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_