

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: _____

DATE RECEIVED BY AROICC: _____

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

REPLY: _____

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

RECEIVED FROM REVIEWER DATE: _____

FORWARDED TO CONTRACTOR

RESPONDENT's SIGNATURE: _____ DATE: _____