

# Request for Information

**CAP716RFI**

Date Issued: OCT 26,2007

Reply Requested by: NOV 26,2007

To:

ACME BUILDING CORPORATION  
12345 MAIN STREET  
ANYWHERE, US 12345

Request for Information #:

1023-9980

Project Numbers:

a101-88767, a102-88768

From:

PEM CONSTRUCTION COMPANY  
P.O. BOX 217  
1234 MAIN STREET  
CLAYTON, NC 27528  
Phone:(919)639-7025  
Fax:(919)639-4168

Copies To:

Interested Parties

Project:

Sample Project  
3RD FLOOR DEMOLITION AND  
RENOVATION

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List documents researched when seeking the information requested.

SPECIFICATIONS:	DRAWINGS:	OTHER:

**Describe the question or type of information requested.**

This is to describe the RFI

**Recommendation for possible solutions (iff applicable) by Sender:**

Here are some sample recommendations

**Receiver, please provide a reply to this Request for Information below.:**

By: \_\_\_\_\_ Date: \_\_\_\_\_ Copies to: \_\_\_\_\_

The reply is for information only and does not institute any action by the Sender.