

RFI Template

A ready-to-use framework for creating clear, consistent documentation. Replace bracketed prompts with information specific to your organization.

Document Title	[Enter title]	Document ID	[ID-001]
Owner	[Name / Role]	Version	[1.0]
Effective Date	[Date]	Review Date	[Date]

01 - Project Information

[Enter project information information here.]

02 - RFI Number

[Enter rfi number information here.]

03 - Date

[Enter date information here.]

04 - Submitted By

[Enter submitted by information here.]

05 - Drawing or Specification Reference

[Enter drawing or specification reference information here.]

06 - Question

[Enter question information here.]

07 - Reason for Clarification

[Enter reason for clarification information here.]

08 - Proposed Resolution

[Enter proposed resolution information here.]

09 - Response

[Enter response information here.]

10 - Impact

[Enter impact information here.]

11 - Status

[Enter status information here.]

Free template from Documentation Services Lab

Customize this template for your organization's requirements.

documentationserviceslab.com