

 ©	PROJECT DESIGN GUIDES	<b>T11</b>
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# PROJECT DESIGN GUIDE T11 'RFI PROCEDURES'

Project Name: <i>Name</i>	Project No.: <i>Number</i>	Date: <i>Date</i>
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	PROJECT DESIGN GUIDES	<h1 style="margin: 0;">REQUEST FOR INFORMATION</h1>
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<b>Project Name:</b>	<b>RFI log no. (by Contractor):</b>	
<b>Project No.:</b>	<b>Received date (by Contractor):</b>	
<b>Subject:</b>	<b>Originator ref no.:</b>	
<b>Submitted by:</b>	<b>Date:</b>	
<b>Authorised by:</b>	<b>Response required by date:</b>	
<b>Item description:</b>	<b>Photo (if appropriate):</b>	
<b>Location/Package:</b>	<b>No. of sheets including this sheet</b>	
<b>QUERY:</b>		
<b>Submitted to:</b>	<b>Received date:</b>	
<b>ANSWER:</b>		
<b>Response by Name:</b>	<b>Company:</b>	
<b>Signed:</b>	<b>Date:</b>	
<b>Authorised by Name:</b>	<b>Company:</b>	
<b>Signed:</b>	<b>Date:</b>	

<b>Response Reviewed By:</b>	<i>(Balfour Beatty Design Manager/ Team Leader)</i>					
<b>Return Status:</b>	Unanswered		Fully answered		Cancelled	
	Part Answered		Rejected		Superseded	

**Distribution:**

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