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| **Project Name** | [Insert text here] | **Date** | [Insert date here] |
| **Contract No.** | [Insert text here] | **Project No.** | [Insert text here] |

| RFI No. | Date received | RFI Type | Response Required By | Description | Action by | Response | Date completed |
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RFI Type (examples)

Design Alternative / Equivalent

Design / document discrepancy

Confirmation of Design / Design Query

Others