

Electrical Coordination RFI Template

RFI No.

e.g. EC-RFI-001

Date

YYYY-MM-DD

Project Name

Project Name

From (Company & Contact)

Requester Name & Company

To (Company & Contact)

Recipient Name & Company

Subject

Brief Subject / Coordination Topic

Reference

Drawing / Specification / Detail

Requested Information / Coordination Issue

Describe the electrical coordination issue you need clarified or coordinated.

Proposed Solution / Contractor's Suggestion

Propose solution or alternative, if any.

Attachments

List of attachments / documents (if any)

For Consultant/Engineer Use Only

Response

Consultant/Engineer response

Name / Signature

Date

YYYY-MM-DD