Material Substitution RFI

Construction information request with a traceable response record

Project and RFI number	Issued by and date	Response needed by
[Project / number]	[Name / date]	[Date]

Recipient	Drawing or specification reference
[Designer / consultant]	[Document / revision / detail]

Proposed material alternative

Specified material	Proposed alternative	Evidence attached
[Product / specification]	[Product / manufacturer]	[Datasheet / comparison]

Reason for request and performance differences

_____

_____

Possible cost effect	Possible schedule effect
[Estimate or not assessed]	[Activities / dates or not assessed]

Attachments and site references

_____

Design team response

Clarification or decision

_____

_____

_____

Responded by	Date	Distribution
[Name / role]	[Date]	[Recipients]

This request records information and does not itself authorize extra work, substitution, cost or time changes.