
ABC Contractors Inc**ANSWER
No. 1**55 Main Street
Sometown. PA 99999**Phone:** (555) 555-5555
Fax: (555) 555-5554

TITLE: Answer**DATE:** 08/12/2002**PROJECT:** Sample Project #1**JOB:****TO:** Attn: Jane Doe
Architects R Us
243 Terrace Wav
Sometown. US 55555-2345
Phone:555-555-9874 Fax:555-555-6541**STARTED:** 08/08/2002**COMPLETED:****REQUIRED:** 08/18/2002

ANSWER:

In response to RFI number 6...

We WILL be able to attend the meeting with the Owners on the 9th of September at 3pm.

Answered By: John Smith**Date:** 08/10/2002**Signed:** _____

John Smith