

Design-Builder's  
Request

SAMPLE

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## DESIGN-BUILDER'S REQUEST (DBR)

<b>PROJECT:</b> <i>(Name and location)</i>	<b>DBR No.</b>	<b>DATE OF REQUEST:</b>
<b>TO RECIPIENT:</b> <i>(Name and address)</i>	<b>FROM SENDER:</b> <i>(Name and address)</i>	
<b>Request:</b> The Sender requests the following: <i>(Describe the request here, whether a meeting, clarification, information, etc.)</i>		
<b>References:</b> <i>(List specific documents related to this request)</i>		
Specification Section(s):	Drawing(s):	
Other Reference:	<b>Attachments:</b> <i>(check appropriate box)</i> <input type="checkbox"/> See attached; <input type="checkbox"/> Nothing attached	
<b>Recipient's Reply:</b> <i>(Provide response below)</i>		
By:	<b>DATE OF REPLY:</b>	
Name/Title:	Copy to:	
Company:		

Note: Unless otherwise specifically indicated, nothing in this Reply authorizes any change in contract time, price or schedule. If Sender believes these instructions provide the basis for such a change, submit such request in accordance with the Contract Documents with reference to this DBR.

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