



Best Local Builder.

CUSTOMER INQUIRY REQUEST
HOME ACTIVELY UNDER CONSTRUCTION

This form is used to communicate a question or clarification request by a Buyer regarding an active job.

Instructions: Please fill out all areas and best describe your question or concern requesting clarification. This will help us gather as much information as quickly as possible to address your question or concern quickly and efficiently.

This information will be forwarded to proper personel today and someone will respond to your inquiry within 48 hours

Today's Date: \_\_\_\_\_ Time: \_\_\_\_\_

Customer Name: \_\_\_\_\_ Your Name: \_\_\_\_\_

Job Address: \_\_\_\_\_

Please describe your inquiry or question in the space provided below.

PLEASE PRINT AS CLEARLY AS POSSIBLE

Multiple horizontal lines for describing the inquiry or question.

\*If this is regarding an item on your PRICE DETERMINATION WORKSHEET attached to your contract, please provide item number here \_\_\_\_\_

\*If this is regarding an item on your fully executed COLOR SELECTION SHEET please indicate page here \_\_\_\_\_

\*If this is regarding an item on CHANGE OF WORK ORDER, please provide the work order number and line number here: CHANGE ORDER \_\_\_\_\_ Line no \_\_\_\_\_

COMPANY USE AREA ONLY
REC'D BY (Initials) \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_
copy must be provided to customer