Intake process - Getting information to process IA, consistent

Input:

1. Email
2. Slack
3. Google Form
4. Trello
5. Customer Agency
6. Program Office
7. Air Table

Processing:

1. Current Fillable PDF

-OR-

1. Update in G-Invoicing
   1. From forms
   2. Generated by TTS
      1. Mod Nums, etc may not be easily added
2. Gather other supporting documents
   1. Provided by PO
   2. TTS Generated
3. Send to Legal for Review
4. Update Status during entire process

Output:

1. Email customer the forms
2. Sign and return