**Client Interview**

1. What system are you currently using?
2. Are there any issues/problems with the system currently being employed?
3. What data do you record at the moment?
4. How often do you record data in the current system and how much data is recorded each time?
5. What happens to older client information?
6. Are there any storage issues when it comes to storing the data manually?
7. Are changes often made to existing records of client data/job info?
8. What is the typical routine when it comes to gaining a new client /job?
9. What does the client receive in regards to invoices?
10. What format should the outputs be in within the new system?
11. Will you need to print reports/invoices or will it be enough to send a report digitally to the client?
12. What computer do you use currently?
13. Is there a security issue in regards to the data you store in the current system?
14. Are there any foreseeable constraints required in the proposed system?
15. Do you have a picture in mind of what the new system could look/be like?

These questions were answered, to aid Kyle Kirkby in the analysis of the current system , by

Signed