CLIENT INTAKE & PROJECT REQUEST FORM

1. Company & Contact Information

Field	Details
Form Submitted To:	
Date Submitted:	
Client Company Name:	
Contact Person:	
Phone:	
Email:	
Billing Address:	
How did you hear about us?	

2. Project Overview

This section provides a high-level summary of the client's needs.

Field	**Description / Detail**
Project Title	[Brief, Descriptive Title, e.g., Website Redesign Phase 2]
Current Challenge/Problem	[Describe the core issue the client is facing and needs solved.]
Goal of the Request	[What does the client hope to achieve? (e.g., Increase sales by 15%, Improve internal efficiency)]
Target Audience	[Who is the end-user or customer?]
Attachments/Files	[List any supporting documents attached, e.g., Existing website URL, Brand Guide, RFQ]

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3. Scope and Deliverables

This section details the necessary components for the project.

Service/Deliverable Needed	**Estimated Quantity / Scope**	**Priority (High/Med/Low)**

Other Requirements		

4. Timeline and Budget

Field	**Client's Expectation / Preference**
Desired Start Date	
Required Completion Date	
Preferred Budget Range	
Key Milestones/Deadlines	

5. Authorization

I certify that the information provided above is accurate and authorize **[Your Company Name]** to use this form to prepare a formal proposal or quote.

Client Signature: ___________________________________

Printed Name: _____________________________________

Date: ____