

# PROJECT INTAKE FORM

Disclaimer: Thank you for your interest in being a client of  
Information collected about new clients is confidential and will be treated accordingly.

## CLIENT INFORMATION

Client Name: \_\_\_\_\_

Company/Department Name: \_\_\_\_\_ Website: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

## PROJECT INFORMATION

Project Description:

Project Objectives:

Target Audience:

Target Start Date: \_\_\_\_\_ Target Completion Date: \_\_\_\_\_

Estimated Budget: \_\_\_\_\_

Additional Requirements:

## SIGNATURE

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_