

**Your Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

\_\_\_\_\_

**Email address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Name of the Project:** \_\_\_\_\_

**Objectives of the Project:** \_\_\_\_\_

**Project Details:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Budget, Schedule, and Design:**

How much money may be spent on this project (budget boundaries)? \_\_\_\_\_

Specific dates for completion of milestones \_\_\_\_\_

Implementation plans (locations, dates, type of project) \_\_\_\_\_

**Resources Provided/Required:** \_\_\_\_\_

**Criteria for Evaluating Success of the Project:** \_\_\_\_\_

**Criteria for Selecting Vendors:** \_\_\_\_\_

**Terms and Conditions of Project Work:** \_\_\_\_\_