



Client Project Request

(for off-site services request)

Contractor name: _____
Date job submitted: _____
Project name: _____
Client company: _____
Client contact: _____
Phone numbers: _____

General Overview

Specific Tasks Described

Research: _____
Outline generation, contents: _____
Writing New Revision
Editing: _____
Proofing: _____
Text entry (typesetting): _____
Illustrating: _____
Graphic design: _____
Template design: _____
Page layout: _____
Indexing: _____
Project coordination: _____
Computer file manipulation: _____
File conversion: _____
On-line documentation: _____
On-line help: _____
Primary authoring tool(s): _____

Platform: PC MAC Other _____
Other comments: _____

Client Project Request (continued)

Reviews/Due Dates

Number of reviews: _____

First review due by: _____

Final review due by: _____

Final files due to client by: _____

Material(s) Required (Including Software)

Deliverables

r Disk containing main program files and related artwork files (linked).

r PDF included.

r Storage medium preferred: _____

r Final draft copy, b/w, single-sided (laser copy). r Color

r (For Printing Only). Pagination sheet (for printing back-to-back, two sided.

r (For Printing Only). Print mockup (b/w) r Color

r Other: _____

Estimates of Tasks

Total hours estimated for effort summarized for contractor on this sheet (excluding other contractors) _____

Not to exceed: _____

Hourly rate to client: _____ Note: See terms on attached contract.

Other Source Names and Numbers

Name: _____ Involvement: _____

Phone: _____

Name: _____ Involvement: _____

Phone: _____

Name: _____ Involvement: _____

Phone: _____

Name: _____ Involvement: _____

Phone: _____