



In order to provide you with the best price and value possible, we need to gather some additional information. Please complete the following questionnaire and send it back to me so we can get a better understanding of your IT Professional Services request. If you do not know some of the information, that is fine just leave it blank.

1. What is the IT problem you are trying to accomplish? (or improve)
2. What are your goals for the project, and how do they align with the goals of your company?
3. What are your requirements for this project?
4. What is the scope of the project and deliverables?
5. Does the new solution integrate with existing systems or applications?
6. What is your timeline for the project and decision to move forward?
7. Who is the point person on this project?
8. Who are the key stakeholders? Do they have adequate representation and input?
9. What additional insight can you provide for this project?

Thanks for taking the time to review these questions. Once I have this information back from you, I will pull together our engineering team and set up a future discussion regarding this project request. If you have any additional questions, please feel free to reach out to me at any time. We appreciate the opportunity to work with you.