## **Project Intake Form**



Make sure to save a copy so that you can edit your template!:) Follow these clicks: File> Make a copy Name: \_\_\_\_\_ Company name: \_\_\_\_\_ **Contact Information** Phone number: \_\_\_\_\_ Email: \_\_\_\_\_ **Project type:** Please provide details about the type of project you are requesting. What is the objective of this project? i.e. what results would you like to see? Who is the target audience for this project? What date would you ideally like this project completed by? \_\_/\_\_/\_\_



What is the approximate budget for this project?
\$
Is there anything else you would like us to know?

## Workamajig helps creative teams streamline project intake.

Request a demo & learn how Workamajig can simplify your process and save you time.

Let's do this