

0/F5 INITIAL ENQUIRY QUESTIONNAIRE

This questionnaire should be issued to the client upon receipt of the enquiry to assist in developing the proposal.

To help us to prepare a comprehensive and accurate proposal for your project please answer the following questions. This information will be kept strictly confidential.

Question	Answer
Site location/address	
What is your mission? Please write a short 'mission statement' (ideally less than 100 words, but more if necessary) to explain why the project is needed and what you are looking to achieve through it.	
What is your total budget for the project? This should include surveys, professional and local authority (e.g. planning) fees, construction, contingency, VAT and any other costs.	
By what date would you like to complete the project? Please note any circumstances that will dictate when the project needs to be completed or particular milestones reached.	
If we have any questions, who can we contact? Please provide name, email and phone number. This should be the person who we will work with to develop the brief and who will be our main point of contact on the project as it progresses.	

Thank you and we will be in touch shortly.