

PROJECT INTAKE FORM

Try Smartsheet for FREE

| | | | |
|----------------------|--|-----------------------|--|
| PROJECT NAME | | | |
| JOB LOCATION | | | |
| ESTIMATED START DATE | | ESTIMATED FINISH DATE | |
| PROJECT LEADER | | COMPANY | |
| CONTACT NAME | | ADDRESS | |
| PHONE | | | |
| EMAIL | | | |

| | |
|--|--|
| SUMMARY | |
| DESIRED OUTCOME | |
| ACTION TO COMPLETION | |
| BENEFITS OF PROJECT | |
| PROJECTED SCHEDULE | |
| PROJECTED BUDGET | |
| PROJECTED TEAM AND RESOURCE REQUIREMENTS | |

PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF

ACCEPTANCE OF PROPOSAL

| | | | |
|-----------------------------|--|--------------------|--|
| AUTHORIZED CLIENT SIGNATURE | | DATE OF ACCEPTANCE | |
|-----------------------------|--|--------------------|--|

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.