

Organisation and contact details

Organisation or project name

Business activity

Country

City

Contact person

Mobile number with country code

Email address

Organisation type

☐ Company

☐ Establishment

☐ Government

☐ Non-profit

☐ Individual

Service requirements**Select everything that applies:**

- | | |
|---|---|
| ☐ Brand naming | ☐ Logo design |
| ☐ Colour and typography system | ☐ Complete brand guidelines |
| ☐ Corporate stationery templates | ☐ Refresh an existing identity |

Business name and sector

Brand personality and audience

Required deliverables and files

Briefly describe the objective or current problem

Current systems, products or vendors

Scope and delivery**Number of sites or branches**

Number of users or devices

Service location

Required start or delivery date

Project status☐ New project☐ Upgrade existing☐ Resolve an issue**Accompanying services**☐ Supply☐ Installation☐ Configuration☐ Training☐ Maintenance☐ Technical support**Additional scope details**

Notes and review

Additional notes or requirements

Questions to discuss with the ROT4 team

Note: This questionnaire is used to understand the requirements and prepare an initial estimate. It is not a final quotation. The ROT4 team will discuss the details before issuing an official proposal.

Signature: _____ Date: ____ / ____ / ____