

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:**

- | | |
|--|---|
| ☐ Domain-based business email | ☐ Existing email migration |
| ☐ Microsoft 365 | ☐ Google Workspace |
| ☐ Traditional hosted email | ☐ Security and backup |

Number of mailboxes

Storage required per mailbox

Current service and data size

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: ____ / ____ / ____