

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:

- | | |
|--|--|
| ☐ Account management | ☐ Monthly content plan |
| ☐ Copywriting and post design | ☐ Community management |
| ☐ Paid campaigns | ☐ Performance reporting |

Required platforms

Posts required per month

Audience and tone of voice

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: ____ / ____ / ____