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Request For Comment

Project RFC

Appropriate design & Technology, inc.
a–d–t.com

BUSINESS SOLUTION TECHNOLOGY SERVICES

Use this form to prepare a summary of your project needs, goals and requirements to send to a-d-t* for review, comment and proposal. If this is a PDF eForm†, you may send it as an attachment to the following email address: **Project97@a-d-t.com**

CONTACT INFORMATION

Date: 8/21/07 Acct Name:

Name Company

Email Address 1

Phone Fax Address 2

City State Zip

PROJECT DESCRIPTION

Start Date Due Date Duration

Summarize overall project needs, goals and objectives.

What problems are you trying to solve? What opportunities do you want to explore?

List top 3 short-term milestones and dates.	**List top 3 long-term objectives.**

What are the key project requirements? (e.g., deadlines, contingencies, dependencies)

What role do you want a-d-t to serve? Any other comments or questions?

Budget range Initial: Annual service/support:

Save Time, Money & Grief Getting the Job Done. And Look Good Doing It!

email: Project97@a–d–t.com website: a–d–t.com phone: 310.855.3469
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DIVERSE PROFESSIONAL CULTURAL EXPERIENCE

* 'a–d–t' is pronounced "ay dash dee dash tee" † Adobe® Acrobat® Reader 7 or higher is required.

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