

Client Information Sheet

Client name:		Email address:	
Company:		Business type:	
Contact person:		Their position/title:	
Contact email:		Contact tel:	() -
Company FAX:		Contact FAX:	
Service I provide:			
Rate:		Terms:	
Package rate?		Discount?	
Client since:		Regular or one-time?	
How many projects per month?		Delivery date to client:	
Outsource to other contractor?		Delivery date to me:	
Outsource contractor name:		Outsource contractor contact info:	
Online backup location:		Filename(s):	
Offline backup location:			
Notes:			
Additional information:			

Company Name:

Date:

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