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| **A picture containing text  Description automatically generatedSIMPLE PROJECT REQUEST FORM TEMPLATE** |
| **PROJECT NAME** |   |
| **JOB LOCATION** |   |
| **EST. START DATE** |   | **EST. FINISH DATE** |   |
| **PROJECT LEADER** |   | **COMPANY** |   |
| **CONTACT NAME** |   | **ADDRESS** |   |
| **PHONE** |   |
| **EMAIL** |   |
|  |  |  |  |
| **SUMMARY** |   |
| **DESIRED OUTCOME** |   |
| **ACTION TO COMPLETION** |   |
| **BENEFITS OF PROJECT** |   |
| **PROJECTED SCHEDULE** |   |
| **PROJECTED BUDGET** |   |
| **PROJECTED TEAM AND RESOURCE REQUIREMENTS** |   |
| **PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF** |   |
|  |
| **ACCEPTANCE OF PROPOSAL** |
| **AUTHORIZED CLIENT SIGNATURE** |   | **DATE OF ACCEPTANCE** |   |

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