

# Project Intake Form

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| **Business Name** |  |
| **Client Name** |  |
| **Email** |  |
| **Phone** |  |
| **Website** |  |

### Project Details

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| **Project Name** |  |
| **Start Date** |  |
| **End Date** |  |

### High-level project description

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### Project objectives

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### Project UVPs

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### Services / tasks required

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### Describe main competitors

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### Target market / audience

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### Budget

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### Dependencies or required resources

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### Things to avoid

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### Additional notes

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