

Date

Initial Enquiry Questionnaire

To help us to prepare a comprehensive and accurate proposal for your project please answer the following questions. This information will be kept strictly confidential.

Question	Answer
<p>Please provide the site location/ address and post code.</p>	
<p>Please write a short ‘mission statement’ (ideally less than 100 words but more if you need it) to explain why the project is needed and what you are looking to achieve through it.</p>	
<p>What is your total budget for the project?</p> <p>This should include surveys, professional and local authority (e.g. planning) fees, construction, contingency, VAT and any other costs.</p>	



<p>Please note the date by which you would like to complete the project.</p> <p>Please note any circumstances that will dictate when the project needs to be completed or particular milestones be reached.</p>	
<p>If we have any questions who can we contact (name, email and phone number please)?</p> <p>This should be the person who we will work with to develop the brief and who will be our main point of contact on the project as it progresses.</p>	

Thank you and we will be in touch shortly. In the meantime, if you have any queries or wish to discuss anything directly please feel free to get in touch via the details below.

Yours sincerely,
For and on behalf of DWW Design

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