

PLEASE SAVE THIS FORM, COMPLETE AND EMAIL TO [INFO@HOLODECOFFICE.COM](mailto:INFO@HOLODECOFFICE.COM)

## REQUEST FOR PROPOSAL: PLEASE ENTER ALL FIELDS

An account is required for a full Project Proposal. **Step 1: Save this form, fill out** and email to us. **Step 2:** When we receive this form we will send you an email with instructions on your new account login and how to upload source documents for your project. **Step 3:** Use your new account to login and upload source documents. **Step 4:** We review your materials and send you a proposal.

Section 1.1: Company/Organization Information & Background	
<b>* Full name of Organization</b>	
How many employees do you have globally?	Select from one of the options below.
1-999	
1,000-14,999	
15,000-49,999	
50,000+	
Mailing Address:	
Address 1	
Address 2	
City	
State	
Country	
Section 1.2: Primary contact	
<b>* Full Name of Contact</b>	
<b>* Contact Email Address</b>	
<b>* Contact Business Phone Number</b>	
Contact Title	
Contact Mobile Phone Number	
Section 1.3: Project Information	
Do you have a budget range for this project?	Yes No If Yes: From (USD) To (USD)
Do you have an expected time frame for this project? If so, please provide expected work dates for full-time (40 hour weeks)	Yes No N/A Dates for Contract Fulfilment:
Do you have a Quick Quote ID# from us for this project?	Yes No enter ID# :
Does the project require on-site visits? If yes, provide name(s) of cities	Yes No Travel locations:
Do you want us to interact with your development team? If so, how do you communicate? (Software e.g. JIRA, VPN, conference calls, etc.)	Yes No

Business Analysis: Please check all project characteristics or products which apply	BPMN 2.0 (VISIO or EA)  Story Mapping  Activity Diagrams  Database Schema  Use Case Diagrams  Business Req. Document (BRD)  User Stories  Traceability Matrix  Custom
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**\* Project details**  
Will provide later in a separate document    Yes  
OR Provided below    Yes