**Date**  Top of Form

**Name**

Email

Phone

Mailing Address

Project Address

**Co-owner/decision-maker (If Applicable)**

Name

Email

Phone

**Aesthetic Goals/Style:**

**Project Goals & Priorities:**

**I would like to begin the design process**

Right away (<1 month)

Soon (1-3 months)

Flexible (3+ months)

**I would like to begin construction**

The timeline is flexible

I have a specific timeline (please describe below)

As soon as the permit is issued (I'm in a hurry!)

**When it comes to making decisions, I:**

Know what I like and move ahead easily

Need to analyze lots of options before moving forward

Frequently revisit and revise my decisions

**Project Type**

 Hospitality ­ Medical Office Building ­

 Commercial Office Building Renovation Historic Multifamily

Other Not Listed

Existing Site Size:

Project Size (Building Area in sf)

# of Floors

Basement

1st Floor

2nd Floor

Target Area (sf)

**Project Budget**

**Construction Budget**

**Design Budget**

**Contractor(s):**

Hired an Architect before? **Yes / No** If yes, project type

Preferences of Engineers to hire **Yes / No** If yes, list

Own the land? **Yes / No** If no, date to purchase

Survey Performed? **Yes / No** Include in Scope? **Yes / No**

Phase I Performed? **Yes / No** Include in Scope? **Yes / No**

Phase II Performed? **Yes / No** Include in Scope? **Yes / No**

Geotechnical Investigation Performed? **Yes / No** Include in Scope? **Yes / No**