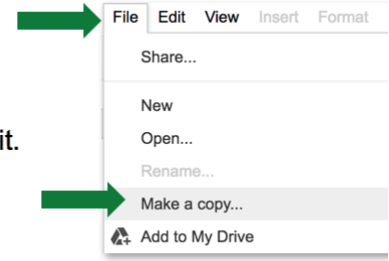


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## SAMPLE PROJECT INTAKE FORM TEMPLATE

Template begins on page 2.



**CONTACT NAME**

Jane Smith

**TITLE**

Account Representative

**CONTACT INFORMATION**

123 Main Street  
Cityburgh, PA 15909  
Jsmith@serviceace.com  
555-555-5555

**COMPANY CONTACT INFO**

Service Ace  
456 Gerald Ave  
Cityburgh, PA 15909  
CustomerService@serviceace.com  
555-555-5555

**COMPANY INFORMATION**

*How did you hear about us?*

We heard about you from the head of our volunteer committee.

*Has your company done previous volunteer projects? If so, please describe.*

Yes. We formed a volunteer committee five years ago and have done an annual group volunteer project ever since then. Each year we choose a different community organization to support. Last year we sorted and distributed food at a food bank.

*What are your goals for this project?*

We want to support the community where there is a need.

**WHAT DATES ARE YOU AVAILABLE**

We are available every Friday in June between the hours of 8am and 5pm.

*How many volunteers will be participating?*

We have 20 volunteers signed up.

*What types of projects are your volunteers most interested in? (Include a few examples such as serving meals, landscaping, sorting donations, fundraising, etc.).*

We are most interested in landscaping and fundraising.

**ADDITIONAL DETAILS**

*Is there other information we should know about your group, timeline, budget, etc.?*

We have a group with mixed abilities, and about half the group is very interested in doing an outdoor project.

**ESTIMATED BUDGET**

\$2000 to \$4000

**PLEASE RETURN THIS FORM TO:**

Janice Goode  
Crabbbody Inc.  
123 Forthright St.  
Carlsburg, PA 15782

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