

Client Data Sheet

Contact Information

Client Name _____

Company Name _____

Address: _____

Phone: _____

Fax: _____

Cell: _____

Pager: _____

E-mail: _____

URL: _____

Business Specifics

Type Of Business: _____

Services Required

VA Services Required: _____

Administrative Info

Date Signed As Client: _____

Fees Agreed Upon: _____

Agreement Signed? **YES:** _____ **NO:** _____

Notes: _____

Hardware/Software

Operating System: _____

Word Processing: _____

Spreadsheet: _____

Database: _____

Accounting: _____

Other: _____

Modem Speed: _____

FTP Access: User ID: _____ Password: _____

Confidential Info

DOB: _____

Marital Status: _____

Passport Number: _____

SSN or TIN: _____

Credit Card Numbers: _____

Frequent Flyer Numbers: _____

Other info provided by client for purposes of job completion
