



CUSTOMER INTAKE FORM

The purpose of this intake form is to gather general Customer information. By helping to complete this document, you are authorizing to share this document with our in-house Attorney should any of your projects escalate to the lawsuit phase of collections.

PRELIMINARY INFORMATION:

Company Name: _____

Company Mailing Address: _____

Phone: (____) _____ - _____

Email: _____

Individual License Holder Name: _____

PAYMENT INFORMATION:

Providing your credit card information does not constitute authorization to make a charge. Only after a project Intake Form has been completed will any charges be authorized.

Name on Card: _____

Credit or Debit Card Number: _____

CVC: _____

Expiration: _____

Address Associated: _____

EXPECTATIONS:

Once you have completed this Intake form, you will be added to our Client Management Software. When you are ready to start a project for which you require our services, you must complete a Project Intake Form. This form will authorize payment and provide specific information about the individual project. Please be aware, this is not a subscription service. You will only be charged for projects you initiate. If you have any questions or concerns, please reach out to us immediately for resolution.