



# CLIENT REQUIREMENT INTAKE CHECKLIST

## Project Discovery & Requirement Collection Form

Use this checklist to gather complete client requirements before starting architectural or engineering services.

Client / Company: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Project Ref.: \_\_\_\_\_

### SECTION A — CLIENT INFORMATION

1	Client full name	<input type="checkbox"/>	_____
2	Company / organization name	<input type="checkbox"/>	_____
3	Phone / WhatsApp	<input type="checkbox"/>	_____
4	Email address	<input type="checkbox"/>	_____
5	Project location	<input type="checkbox"/>	_____
6	Country / city	<input type="checkbox"/>	_____
7	Preferred communication method	<input type="checkbox"/>	_____

### SECTION B — PROJECT OVERVIEW

8	Project type	<input type="checkbox"/>	_____
9	Property type	<input type="checkbox"/>	_____
10	New construction / renovation / extension	<input type="checkbox"/>	_____
11	Plot size / built-up area	<input type="checkbox"/>	_____
12	Number of floors	<input type="checkbox"/>	_____
13	Intended use of project	<input type="checkbox"/>	_____
14	Current project stage	<input type="checkbox"/>	_____

### SECTION C — REQUIRED SERVICES

15	Architectural design	<input type="checkbox"/>	_____
16	2D drafting / planning	<input type="checkbox"/>	_____
17	3D architectural modeling	<input type="checkbox"/>	_____
18	Structural analysis & design	<input type="checkbox"/>	_____
19	Quantity surveying & estimation	<input type="checkbox"/>	_____
20	Interior design & space planning	<input type="checkbox"/>	_____
21	Bar bending schedule (BBS)	<input type="checkbox"/>	_____
22	3D rendering	<input type="checkbox"/>	_____
23	Vastu-based planning	<input type="checkbox"/>	_____

### SECTION D — DESIGN REQUIREMENTS

24	Space requirements received	<input type="checkbox"/>	_____
25	Room count discussed	<input type="checkbox"/>	_____
26	Style preference discussed	<input type="checkbox"/>	_____
27	Layout preference discussed	<input type="checkbox"/>	_____
28	Exterior design preference	<input type="checkbox"/>	_____
29	Interior theme preference	<input type="checkbox"/>	_____
30	Vastu / directional preferences	<input type="checkbox"/>	_____
31	Reference images provided	<input type="checkbox"/>	_____
32	Site dimensions provided	<input type="checkbox"/>	_____

### SECTION E — TECHNICAL & DOCUMENT INPUTS

33	Existing drawings available	<input type="checkbox"/>	_____
34	Survey / site plan available	<input type="checkbox"/>	_____
35	Soil test report available	<input type="checkbox"/>	_____
36	Structural requirements discussed	<input type="checkbox"/>	_____
37	Utility / services requirements noted	<input type="checkbox"/>	_____
38	Local by-laws / authority requirements noted	<input type="checkbox"/>	_____
39	Material preference discussed	<input type="checkbox"/>	_____
40	Sustainability requirements discussed	<input type="checkbox"/>	_____

### SECTION F — BUDGET, TIMELINE & DELIVERABLES

41	Budget range discussed	<input type="checkbox"/>	_____
42	Project timeline discussed	<input type="checkbox"/>	_____
43	Required deliverables confirmed	<input type="checkbox"/>	_____
44	File format preference confirmed	<input type="checkbox"/>	_____
45	Revision expectations discussed	<input type="checkbox"/>	_____
46	Approval / decision process identified	<input type="checkbox"/>	_____
47	Urgency level noted	<input type="checkbox"/>	_____

### SECTION G — FINAL REVIEW

48	Scope clear enough to quote	<input type="checkbox"/>	_____	51	Proposal / quotation to be prepared	<input type="checkbox"/>	_____
49	Missing information identified	<input type="checkbox"/>	_____	52	Client ready to proceed	<input type="checkbox"/>	_____
50	Follow-up required	<input type="checkbox"/>	_____	53	Notes / remarks	<input type="checkbox"/>	_____

NOTES / REMARKS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Checked By: \_\_\_\_\_

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_