

1.1 Client and Project Information:

Name of Client/Organization		Name of Project	
Name of Contact Person		Project Location	Project No.
Contact's Mailing Address		City	Province
City	Province	Postal Code	E-mail Address of Contact Person
Telephone Number		Ext.	Fax Number

1.2 Project Description:

1.3 Architect Selection Process:

1.4 Pre-design Work Completed to Date (or) Required:

1.5 Timeline of Project:

Start Design Work: _____ Start Construction: _____ Planned Occupancy Date: _____

1.6 Approval Requirements:

1.7 Additional Requirements and/or Conditions: