

PROJECT / ACCOUNT SERVICE REQUEST

CLIENT-003

Use this form to describe one proposed project, account, or business objective. Arcleron will use it to evaluate fit and prepare a possible scope of work.

REQUEST IDENTIFICATION

Organization legal name *

Engagement / project name *

Business unit / account *

Requested start date

Target completion / decision date

Primary objective - what should be different when the work is complete? *

CURRENT STATE AND SCOPE

Current process, condition, challenge, or opportunity *

Requested work or questions Arcleron should address *

Known deliverables or outputs requested

PROJECT / ACCOUNT SERVICE REQUEST - CONTINUED

CLIENT-003

Items expressly outside the requested scope

PEOPLE, SYSTEMS, AND MEASURES

Key stakeholders, departments, locations, customers, suppliers, or accounts affected

Systems, applications, equipment, files, or records involved

How success should be measured - quality, time, cost, capacity, revenue, risk, or other results

Known budget range, approval process, or commercial constraint

DEPENDENCIES AND ACCEPTANCE

Client responsibilities, required access, decisions, or third-party dependencies

Proposed acceptance criteria or completion standard

PROJECT / ACCOUNT SERVICE REQUEST - CONTINUED CLIENT-003

Additional notes or attachments

CERTIFICATION AND SIGNATURE

I certify that the information provided in this form is accurate to the best of my knowledge and that I am authorized to submit it for the organization identified. This signature confirms submission only; it does not create a consulting relationship, authorize work, or execute a separate NDA, Consulting Services Agreement, or Statement of Work.

Choose one signature method

☐ Handwritten signature☐ Electronic signature

Optional electronic signature

If I select Electronic signature and type or draw my name in the signature field below, I agree to conduct this submission electronically and intend that mark to serve as my electronic signature. I may instead print and sign by hand. A copy of the completed form should be retained for my records.

Printed legal name *

Title / role *

Signature - handwritten or adopted electronic signature *

Date signed *

Business email *