



# Request for Custom Report

Part 1. To be completed by the client and emailed to michael@sawyerservicesolutions.com.

Program: \_\_\_\_\_ Version: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Custom Report Overview/Specifications:** Please describe in detail your proposed custom report. Include any options or selections that may be relevant. Please attach any sample reports or forms that may clarify your request.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Part 2. To be completed by Sawyer Service Solutions office personnel

Custom Report Technician: _____	Date Received: ___/___/___
Date Contacted: ___/___/___	_____ hours @ \$100 an hour: Estimated Cost: \$_____
Estimated Completion: _____ from approval date.	Date Completed: ___/___/___

Part 3. To be signed and box checked by the client after receiving written estimate and reviewing the guidelines. Please email to michael@sawyerservicesolutions.com.

I have read the Custom Report Guidelines and Estimates -  Please begin work on our custom report

Client Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Part 4. To be signed by the client once the report is completed

I have received the final custom report and approve that it meets our needs and is complete:

Client Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_