LAMECH ELIAKIM SOLUTIONS
CUT THROUGH THE NOISE

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CLIENT REQUIREMENTS & DATA FORM

Please complete the sections that apply to you. Tick the departments and services you are interested in — you may select more than one. This form is used to scope your project accurately. A formal written quotation will be issued separately once we have reviewed your requirements; no pricing is captured on this form.

REFERENCE NO.	DATE RECEIVED	CONSULTANT	SOURCE / REFERRAL

1 CLIENT INFORMATION

All fields required

REGISTERED / TRADING NAME

INDUSTRY / SECTOR

CONTACT PERSON

POSITION / ROLE

MOBILE NUMBER

ALTERNATIVE NUMBER

EMAIL ADDRESS

PHYSICAL / POSTAL ADDRESS

COMPANY REG. NO. (IF ANY)

VAT NO. (IF REGISTERED)

EXISTING WEBSITE / SOCIALS

Preferred contact method: ☐ Phone call ☐ WhatsApp ☐ Email ☐ In-person meeting ☐ Online meeting

2 PROJECT OVERVIEW

Tell us what success looks like

BRIEFLY DESCRIBE WHAT YOU WANT TO ACHIEVE (THE MAIN GOAL OF THIS PROJECT)

WHO IS YOUR TARGET AUDIENCE / CUSTOMER?

WHO ARE YOUR MAIN COMPETITORS? (NAMES OR LINKS)

DESIGN STYLE PREFERENCE

☐ Modern ☐ Corporate ☐ Minimal ☐ Luxury / Premium
☐ Bold / Creative ☐ Tech / Futuristic ☐ Traditional ☐ Guide us

PREFERRED COLOURS

BRANDS / WEBSITES YOU ADMIRE (REFERENCES)

DEPARTMENTS & SERVICES

CLIENT REQUIREMENTS & DATA FORM — CONTINUED

Reference No. _____

Client _____

3 DEPARTMENTS & SERVICES REQUIRED

Tick the department, then tick the services you need

☐ SOFTWARE DEVELOPMENT

Web · Apps · Systems

- ☐ Custom Website — Responsive, SEO-ready
- ☐ Web Application — SaaS, dashboard, CRM
- ☐ E-Commerce Store — Online payments
- ☐ Booking / Scheduling — Calendar & reminders
- ☐ Mobile Application — Android / iOS
- ☐ Progressive Web App — Installable, offline
- ☐ Desktop / Console Software — Internal tooling
- ☐ Database & Backend — APIs, data migration
- ☐ Client / Staff Portal — Logins & roles
- ☐ Admin Dashboard — Reports & control
- ☐ Cloud & DevOps — Hosting, CI/CD, scaling
- ☐ Security & Compliance — Audits, POPIA / GDPR
- ☐ System Integration — Payments, ERP, 3rd-party
- ☐ Redesign / Rebuild — Existing site or system
- ☐ Maintenance & Support — Ongoing retainer
- ☐ Other — Specify in Section 7

☐ MARKETING & ADVERTISING

Reach · Brand · Growth

- ☐ SEO & Google Ranking — Organic visibility
- ☐ Google Ads — Search & display
- ☐ Meta Ads — Facebook & Instagram
- ☐ TikTok / YouTube Ads — Short-form & video
- ☐ Social Media Management — Content & community
- ☐ Branding & Identity — Logo, colours, guide
- ☐ Email & SMS Marketing — Automated sequences
- ☐ Landing Pages & Funnels — Lead capture
- ☐ Retargeting Campaigns — Win back visitors
- ☐ Analytics & Reporting — Tracking & insights
- ☐ Marketing Strategy — Full-funnel plan
- ☐ Other — Specify in Section 7

☐ IT SUPPORT & INFRASTRUCTURE

Uptime · Security · Cloud

- ☐ Help Desk Support — User assistance
- ☐ Network Security — Zero-trust, firewall
- ☐ Infrastructure Management — Servers & network
- ☐ Cloud Solutions — Azure / AWS / GCP
- ☐ System Monitoring — 24/7 proactive alerts
- ☐ Managed Security — Antivirus & patching
- ☐ Backup & Recovery — Restore points
- ☐ Office Networking — Wi-Fi, LAN, cabling
- ☐ Hardware Supply & Setup — Devices & peripherals
- ☐ Email & Domain Setup — Business mailboxes
- ☐ Cybersecurity Audit — Vulnerability scan
- ☐ Other — Specify in Section 7

☐ CREATIVE COMMUNICATIONS

Content · Video · Design

- ☐ Video Production — Adverts & promos
- ☐ Photography — Product & corporate
- ☐ Graphic Design — Print & digital
- ☐ Copywriting — Website & ad copy
- ☐ Motion Graphics / 3D — Animated content
- ☐ Content Calendar — Planned posting
- ☐ Corporate Profile — Company document
- ☐ Other — Specify in Section 7

☐ JOINT / COMBO SERVICES

Software + Marketing together

- ☐ Software & Marketing Combo — We build it, then fill it with qualified leads
- ☐ Full Digital Partnership — Software, marketing and IT under one agreement

Not sure which department fits your need? Leave this section blank and tick ☐ Please advise me — a consultant will recommend a scope during your discovery call.

SCOPE & TECHNICAL DETAIL

CLIENT REQUIREMENTS & DATA FORM — CONTINUED

Reference No. _____
Client _____

4 PAGES, MODULES & FUNCTIONALITY

Complete if a website, app or system is required

PAGES / MODULES REQUIRED

- ☐ Home
- ☐ About Us
- ☐ Services
- ☐ Products / Shop
- ☐ Gallery
- ☐ Testimonials
- ☐ Blog / News
- ☐ FAQ
- ☐ Booking Page
- ☐ Login / Portal
- ☐ Contact Us
- ☐ Other

FUNCTIONALITY REQUIRED

- ☐ Contact Form
- ☐ WhatsApp Button
- ☐ Google Maps
- ☐ Live Chat
- ☐ Online Payments
- ☐ Online Booking
- ☐ User Accounts
- ☐ Email Notifications
- ☐ Newsletter Signup
- ☐ Multi-language
- ☐ Social Media Feed
- ☐ Content Management

DEVICES TO SUPPORT

- ☐ Mobile
- ☐ Tablet
- ☐ Laptop
- ☐ Desktop

5 CONTENT, DOMAIN & TECHNICAL READINESS

Logo & brand files available?	☐ Yes ☐ No	Images / photos available?	☐ Yes ☐ No
Written text content available?	☐ Yes ☐ No	Video footage available?	☐ Yes ☐ No
Do you already own a domain name?	☐ Yes ☐ No	Do you need hosting from LES?	☐ Yes ☐ No
Do you need business email addresses?	☐ Yes ☐ No	Is there an existing system to migrate?	☐ Yes ☐ No

PREFERRED / EXISTING DOMAIN NAME _____

NO. OF MAILBOXES NEEDED _____

CURRENT HOSTING PROVIDER (IF ANY) _____

SECURITY & PERFORMANCE ADD-ONS

- ☐ SSL Certificate
- ☐ Firewall Protection
- ☐ Automated Backups
- ☐ Speed Optimisation

6 TIMELINE & ENGAGEMENT PREFERENCE

DESIRED START DATE _____

DESIRED COMPLETION DATE _____

ANY FIXED DEADLINE OR EVENT? _____

URGENCY

- ☐ Standard
- ☐ Priority
- ☐ Urgent
- ☐ Flexible

ENGAGEMENT TYPE

- ☐ Once-off project — Delivered and handed over
- ☐ Monthly retainer — Ongoing service & support
- ☐ Phased rollout — Delivered in stages

A written quotation is issued after this form is reviewed. Pricing, payment terms and deliverables are confirmed in that quotation — no amounts are captured on this form.

NOTES & AUTHORISATION

CLIENT REQUIREMENTS & DATA FORM — CONTINUED

Reference No. _____
Client _____

7 ADDITIONAL NOTES

Anything else we should know

8 CLIENT DECLARATION & AUTHORISATION

I confirm that the information provided in this form is accurate and complete to the best of my knowledge, and that I am authorised to submit this request on behalf of the organisation named in Section 1. I understand that this form is a requirements record only and does not constitute a contract, order or pricing agreement. Work commences only once a written quotation has been issued by Lamech Eliakim Solutions and accepted in writing by the client. I consent to Lamech Eliakim Solutions processing the personal information supplied in this form for the purpose of preparing a quotation and delivering the requested services, in accordance with the Protection of Personal Information Act (POPIA).

☐ I consent to the processing of the information above
Required

☐ I would like to receive updates and offers from LES
Optional

CLIENT SIGNATURE	FULL NAME & POSITION	DATE

LES REPRESENTATIVE	SIGNATURE	DATE RECEIVED

☑ FOR OFFICE USE ONLY

Completed by LES

QUOTATION NO. ISSUED	DATE QUOTED	ASSIGNED DEPARTMENT / LEAD

INTERNAL SCOPING NOTES