

Service request form

Original fictional sample for a small creative project

Type into the fields or print a copy. All names and project details in the completed example are fictional.

01 Contact details

Contact name

Alex Rowan (fictional)

Business or project name

Fern & Fold Workshop (fictional)

Email address

alex@example.com

02 Your project

Project title

Workshop supply request form

What would you like help with? Select any that apply.

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Slide cleanup

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Fillable form

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Document layout

Preferred timing

Next week - flexible

Existing file format

One-page Word document

Source file link or filename

workshop-supply-request-draft.docx (fictional file)

What should the finished piece help you do?

Let workshop guests type their supply preferences into a clear form.
Keep the existing wording and group the questions by activity.
The saved copy should be easy to reopen and read.

Anything else we should know?

Use a calm cream and green palette. Include checkboxes for activity choices.
Please flag unclear wording before changing it.

Save a copy after filling it in, close it, then reopen it to check your entries. This sample has no submit button and does not send information anywhere.