



A-Z Sophisticated Solutions

Tel 470-2 Four 2-1858 • www.A-ZSolutions.com

Helping Businesses Communicate Their Expertise | Training Courses • Training Manuals • Brochures

Technical Writing Quote Request Form

Please complete form and email it to info@azssolutions.com

Contact Information					
Name:			Title:		
Company Name:					
Company Address:					
City:	State:	Zip:	Country:		
Phone Number:			Email Address:		
Your Time Zone:		Best Days/Times to Contact you:			
Technical Writing Project Details					
In which language would you like the document to be created? English Spanish					
If in Spanish, do you need a specific dialect? (Example: Mexican Spanish, Colombian Spanish, etc.)					
What type of document do you need us to create? Letter Presentation Brochure Manual Form Website content Other. If other, please specify:					
What document format you would like to receive back? MS Word MS PowerPoint MS Excel PDF Adobe FrameMaker HTML XML					
Will you need images in the document? No Yes. If yes, will you provide them or would like us to create them					
What is the topic of the document? Technical Non-Technical Other Please elaborate on the topic:					
What is the purpose/audience of this document?					
Target length of the document: Number of words: or Number of pages: .					
Is there a limit in the number of characters for the text? No Yes. If yes, please specify: For example, if the text is for a website, the menu spaces might have a limit of characters available.					
Do you have a target start date? No Yes. If yes, when:			Do you have a target completion date? No Yes. If yes, when:		