

**Describe Your Process**

What's your name? \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ (zip \_\_\_\_\_)

State \_\_\_\_\_ (Country/Province)

Country \_\_\_\_\_ (if appropriate)

Business \_\_\_\_\_

Phone/Fax \_\_\_\_\_

Do you have a fax or e-mail address? (If not, please e-mail \_\_\_\_\_)

What is your e-mail? (e.g. jsmith@abc.com)

Home \_\_\_\_\_ (if any)

Work \_\_\_\_\_

Company's site \_\_\_\_\_ (if any)

Company's fax \_\_\_\_\_

**What about the other team member?**

Name \_\_\_\_\_

City \_\_\_\_\_ (zip \_\_\_\_\_)

State \_\_\_\_\_

Home \_\_\_\_\_ (if any)

Home e-mail \_\_\_\_\_ (if any) e-mail \_\_\_\_\_ (if any) home \_\_\_\_\_ (if any)

Home phone \_\_\_\_\_ (if any) home \_\_\_\_\_ (if any) home \_\_\_\_\_ (if any)

Home fax \_\_\_\_\_ (if any) home \_\_\_\_\_ (if any)

Company's site \_\_\_\_\_ (if any) company's site \_\_\_\_\_ (if any) company's site \_\_\_\_\_ (if any)