

At Communications, Inc.

Process Documentation Design Form

This form to be filled out by lead AT COMMUNICATIONS, INC. designer. Use this form for all process documentation interviews with clients. Please submit this form to your manager upon completion. Thank you.

Completed By	Date
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Client Information	
Company	Company Website URL
Street Address	City, State, Zip
Contact Name	Phone Office Cell
Start Date	Due Date

Project Information	
Department Name	
Audience (circle one) Large (over 10K) / Medium (1-10K) / Small (Under 1K)	Flowchart Needed (circle one) Yes No
Purpose of Documentation (circle one) Update existing document / Provide new document	Graphics Needed (circle one) Yes No
Template Available for Use (circle one) Yes No	Sample Documentation Available (circle one) Yes No
Preferred Length of Document (in pages)	Preferred Font/Size (please indicate)
Testing of Documentation Necessary (circle one) Yes No	Comments

Distribution Needs	
Translation(s) needed (circle one) Yes No If yes, what language(s):	Preferred Format (circle one) Print PDF Word Other:

Client Signature	Designer Signature
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For Office Use Only	
Approved: Yes No	Approval Date: