### horizontal line**Data Entry Client Information Sheet**

#### **1. Personal Details**

* **Full Name:**
* **Date of Birth:**
* **Gender:**

#### **2. Contact Information**

* **Phone Number:**
* **Email Address:**
* **Address:**

#### **3. Data Entry Details**

* **Type of Data Entry Required:**
* **Project Scope/Details:**
* **Deadline/Timeline:**
* **File Format Preferences:**

#### **4. Payment Information**

* **Hourly/Project Rate Agreed:**
* **Preferred Payment Method:**
* **Billing Address (if applicable):**

#### **5. Agreement**

By signing below, I confirm that the details provided are accurate and agree to the terms discussed.

* **Client Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_