
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: _____