

Free Enquiry Form Kit - Digital fields

Copy these fields into Google Forms, Typeform, or your website form builder.

Recommended fields

- â€ Full name (required)
- â€ Phone / WhatsApp (required)
- â€ Email (optional)
- â€ Requirement (long text)
- â€ Preferred date / deadline
- â€ Budget range (optional dropdown)
- â€ How did you find us?

WhatsApp enquiry script

Hello [Name], thanks for your enquiry about [service]. To prepare a clear quote, please share: 1) what you need, 2) preferred timeline, 3) any budget range. I will reply within one business day.

Follow-up process

- â€ Same day: confirm you received the enquiry
- â€ Within 24 hours: send a clear quote or clarifying questions
- â€ Day 3: polite follow-up if no reply
- â€ Day 7: final check-in, then close the loop politely

Long forms lose people. Short forms and fast replies win trust.