

Free Enquiry Form Kit - Printable form

Print this form or copy it into Word / Google Docs. Use it for any small-business enquiry desk.

Client details

Date

Full name

Business / organisation

Phone / WhatsApp

Email

City / location

Requirement

What do you need?

Preferred budget range

Preferred timeline

How did you find us?

Internal follow-up

Assigned staff

Follow-up date

Next action

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Staff notes

Keep the form short in digital tools. Collect only what you need to reply with a clear quote.