



REPORT REQUEST FORM (one per report please)

Requested By:

Date:

Report Name:

Audience:

What is the Report's Purpose: what are you going to use it for? Goals?	
Where is the data coming from? what application and/or screens	
How would you like the report Sorted? i.e. by customer then by Inv#	
Parameters allow the report to be flexible. What parameters? i.e. date range invoice # job #	
Would you like the report filtered in any way? i.e. no deleted invoices	

Any Other Data Details:

Please sketch the report on the back so we can see what fields you would like and in what order.