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Project Initial Details

Ref. No.			
Company Name			
Contact Person			
Address (Please attach separate sheet)			
Office:		Works:	
Weekly Off:			
Tel.:		Mob.:	
URL:		Email:	
Year Of Establishment:			
Company Status:			
Total Employee:		Shift:	
Legal & Statutory Compliance: (no., date of issue, Validity, Authority)			
Key Persons (name, Mob. No. & Email)			
Products:			
Core Processes:			
Supported Processes:			
Outsource Processes:			

Departmental Documents

Purchase:

Stores:

Production:

Quality/ Testing:

HR / Trainings:

Sales / Marketing:

Manufacturing Process Flow Chart;

Major Clients:

Major Vendor / Suppliers:

Turnover:

Notes: