

Questionnaire and Client Profile

U Expansion, Inc. is honored you've asked us for a proposal on providing you and your company/client with a workshop. We want to assure that all your objectives are met and that the outcome exceeds your expectations. Providing us with the information listed below allows us the opportunity to review all our programs and select the one that is best suited for your group. Please complete and return to Joanne by email at; Joanne@uexpansion.com or by mail at 2462 Chapparal Drive, Melbourne, Fl. 32934.

After we have reviewed your information we will provide you with a written proposal within three business days, here is what you can expect:

- A written proposal with our program ideas and recommendations for speakers and educators.
- A photo and bio of the speaker and/or educator
- A complete list of measurable learning objectives
- A "booklet ready" program description

1. What is the purpose of your event/meeting/conference?

2. Describe the target audience (including age, gender, education level, beginning level employee and/or supervisors, etc.): Be sure to include basic job functions.

3. What are your main goals/concerns/dreams relating to your products/services?

4. What is the biggest challenge the audience will deal with back in the workplace?

5. List any other information needed to assure a successful meeting.



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