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Guiding you through successful reporting and its management.

REPORT REQUEST FORM (one per report please)

Requested By:

Date:

Report Name:

Audience:

System Info: (if you know)	Program/Software we will be pulling data from: _____ Database Platform (SQL, dBase, Access): _____ Crystal Reports Version (if you have): _____
What is the Report's Purpose: (what are you going to use it for?)	

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

How would you like the report Sorted? i.e. by customer then by Inv#	
Would you like a prompt for specific data? i.e. date range	
Would you like the report filtered in any way? i.e. no deleted invoices	

Any Other Data Details: