Make a request

Use this form to log a request. Each answer fills one column of the team's request tracker.

Questions marked * are required.

Completed by _____ Date _____

1 The request

Why we ask: These answers become the request's page in Notion: title, type, priority and due date.

1. Request title *

_____

2. Request type *

Tick one.

- ◯ Bug
- ◯ Content
- ◯ Design
- ◯ Data or report
- ◯ Access
- ◯ Something else

3. Details *

_____

_____

_____

_____

4. Priority *

Tick one.

- ◯ Low
- ◯ Normal
- ◯ Urgent

5. Needed by

_____

6. Areas

Tick all that apply.

- ☐ Website
- ☐ App
- ☐ Marketing
- ☐ Billing
- ☐ Internal tools

7. People affected

_____

8. **Reference link**

9. **Attachments**

Attach: Attachments

2 About you

Why we ask: So the team knows who asked and where to reply.

10. **Requested by ***

11. **Email ***

12. **Team**

Tick one.

- ◯ Sales
- ◯ Marketing
- ◯ Product
- ◯ Operations
- ◯ Finance
- ◯ Other

Request received

Thanks. We'll reply by email once someone picks it up.