



## Client Services Request

Thank you for choosing Maryland Marketing Source, Inc. for your qualitative research needs! We want to do everything in our power to make sure your research project is a complete success.

We will provide you with a respondent summary spreadsheet upon your arrival to our facility. To ensure that everything else will be ready for you prior to your arrival, please take a moment to fill out the below form and tell us how else we may be of service.

\*CONTACT'S NAME:

\*CONTACT'S PHONE NUMBER:

COMPANY:

MODERATOR'S NAME:

\*TIME FIRST PERSON IS EXPECTED AT MD MARKETING SOURCE:

AM

PM.

### RESPONDENT CHECK IN

We always ask our participants to sign in when they arrive

Please tell us if our hostesses should expect to process any of the following additional tasks:

Re-screener

Confidentiality forms

(PLEASE CHECK ALL THAT APPLY)

Homework

Other - Please describe

### FOOD

(PLEASE CHECK ALL THAT APPLY)

Respondent food?

Deli tray for dinner time group/Cookies for later group

Other



Please describe additional respondent food needs:

Client Food?

Order from menus

Other

Please describe additional respondent food needs:

Number of clients, including Moderator:

Moderator should be served at

AM

PM.

Clients should be served at

AM

PM.

### AUDIO/VISUAL NEEDS:

Audio Recording:

Cassette Tape

CD

Videorecording:

Please choose type of videotaping:

½ inch/VHS

DVD

Stationary

With operator

### THE FOLLOWING WILL BE IN YOUR ROOM:

Flip charts, easel and markers  
Push pins  
Display ledger for boards

High speed, wireless Internet Access  
Sticky pads  
Sharpened pencils and/or pens



Pads

Paper clips

**PLEASE LIST ANY ADDITIONAL SUPPLIES YOU MAY NEED\***  
(\*PLEASE NOTE: ADDITIONAL CHARGES MAY APPLY.)

DVD/VCR (number: )

TV monitor (number: )

Computer(s) (number: )

Other (please specify) (number: )

Other (please specify) (number: )

**FINAL DELIVERABLES:**

Audiotapes, videotapes or DVD's (when appropriate), screeners, sign-in sheets and other materials should be:

Given to moderator

Given to Client, named:

Sent to the following address:

If sending, provide Fed Ex account number:

**ADDITIONAL INSTRUCTIONS FOR THE GROUPS:**