

## Report Request Submitted by Customer

Phone/In Person

Personal email

[reports@thecramgroup.com](mailto:reports@thecramgroup.com)

Fax

Forum Attachment

### TCG Staff Receives

Any of our service staff can answer questions related to report customization options.

### Finalize Specifications

If required, a consultant will assist with any clarifications including layout and technology options or sample data we will require.

### Send Quote to Client

In most cases we will provide a lump sum quote within 24 hrs along with a mock up of the report

### Signed Quote Received

Upon receipt of the signed quote and final specifications we will begin work.

### Report Creation

One of our many report writers will create your report using best practices from 5+ years of report services experience.

### Testing & Quality Control

A separate staff member will perform quality control to ensure conformance to the requirements.

### Report Delivery

We deliver the report and are available for review or any final clarifications.

### Client Acceptance

We request a final signoff in order to close that version for future reference and payment.

Our reports services team manages each step of the report process to ensure a streamlined experience. You will have a single point of contact from beginning to end.

Based on years of experience and hundreds of successful reports, we have developed a mature process including work control numbers and collaborative process management.