# Osprey Approach – Credit Scheme

## **Professional Services – Specification Form**

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| --- | --- |
| Client Name |  |
| Contact Name  |  |
| Signatory |  |
| **Detailed specification of work** |
| Please provide as much information as possible, including worktypes, document names, workflows names. Please provide the IDs where possible.If there are multiple documents/workflows, we will also need to obtain the quantity.*e.g. Please replace the following 15 documents in the Conveyancing Purchase Workflow on Worktype Residential Conveyancing with templates provided below** *Client Care Letter*
* *Welcome Letter*
 |
| **Desired Outcome** |
| What are you looking to achieve? This will help identify the best course of action.*e.g. To run the conveyancing workflow with your firm’s custom letter templates.* |

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| --- |
| Internal Office Use – To be completed by Osprey |
| Time required to complete work |  |
| Volume of documents to be amended |  |
| Any further work required(Please note here e.g. map to InfoTrack) | Yes/No |
| Expected Completion date |  |
| Estimated cost of work required | £ |
| Credits/Invoice |  |
| Support Team Member Assigned |  |