# Osprey Approach – Credit Scheme

## **Professional Services – Specification Form**

|  |  |
| --- | --- |
| 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.* | |

|  |  |
| --- | --- |
| 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 |  |