

Lean Lines LLC — Project Intake Questionnaire

Please fill out this form digitally or print it, then email the completed document back to your Lean Lines point of contact.

1. Project Domain & Baseline

Applicable Field (Select One):

Select the primary industry or application area for this work.

☐ Biomedical ☐ Consumer Electronics ☐ Automotive ☐ Sports ☐ Decorative / Artistic ☐ Industrial ☐ Other

If 'Other', please describe the field:

Project Summary:

In 3–5 sentences, describe the problem you are trying to solve and what you would like Lean Lines LLC to build, test, or evaluate.

2. Primary Goals & Deliverables

Contracting Preference (Select One):

Choose the engagement structure that best fits your budget, timeline, and preferred workflow.

☐ Agile Sprint Model ☐ Evolving Milestone Model ☐ Continuous Hourly Retainer Pool ☐ Not Sure Yet

If 'Not Sure Yet', what would help you decide?

Consideration	The Agile Sprint	The Evolving Milestone	The Hourly Retainer Pool
Budget Certainty	Highest. Fixed cost per single sprint.	High. Fixed cost per phase.	Variable. Capped by monthly hours.
Scope Flexibility	Rigid. No changes mid-sprint.	Controlled. Scope evolves smoothly at phase gates.	Fluid. Can be changed dynamically via email/Slack.
Best Suited For	Fast, binary proof-of-concept tests.	Long-term commercial / medical product layout.	Ongoing engineering advice & active debugging.

Core Output Priorities (Rank deliverables 1 to 4):

Digital CAD Data [] | Physical Prototype [] | Data Collection / Media [] | Firmware / Electronic Logic []

Target Data:

What specific questions are you trying to answer in this R&D; phase? What raw data are you curious about capturing?

3. Technical Framework & System Complexity

Electronics, Sensors, or Programming Required?

☐ Yes ☐ No ☐ Not Sure

Preferred hardware platforms or known technical requirements (If Yes/Not Sure):

Mention platforms such as Arduino, ESP32, Raspberry Pi, sensors, custom firmware, or software integrations.

Testing Risks or Hazardous Conditions:

☐ Yes ☐ No ☐ Not Sure

Describe the hazards, testing risks, or destructive conditions (If Yes/Not Sure):

Material or Process Preferences:

Include preferred fabrication methods or materials (e.g., PLA, PETG, ABS, silicone molding, metal alloys, off-the-shelf components).

4. Prerequisites & Dependencies

Client-Provided Assets (Select All That Apply):

☐ Native CAD ☐ Anatomical/Imaging ☐ Specs ☐ Physical Samples ☐ Sketches/Photos ☐ Other

If 'Other', please describe the asset:

File Uploads / Links:

Provide URLs to shared cloud drives (Google Drive, Dropbox) if available.

[Attach / Link Files Here] _____

Third-Party Vendors or External Dependencies:

[] Yes [] No [] Not Sure

Vendor/Supplier Context (If Yes/Not Sure):

Name the vendor, agency, lab, or supplier and describe their role.

5. Timelines & Calendar Boundaries

Desired Timeline (Select One):

[] ASAP [] 1–2 weeks [] 3–4 weeks [] 1–2 months [] 3+ months [] Flexible

Hard Deadline Date (If Applicable):

[M M] / [D D] / [Y Y Y Y]

Deadline Context:

Enter any immovable deadline tied to investor meetings, clinical windows, etc.

6. Regulatory Compliance & Special Oversight

Form note: *Lean Lines LLC operates as a commercial prototyping studio and does not hold specialized military, defense, hazardous material handling, or restricted-use permits. Some project categories may require review before work can proceed.*

Regulated Frameworks (Select All That Apply):

[] Firearms/Weapons [] Defense/Aerospace [] Controlled Substances [] Biohazards/Toxins [] Heavy Industrial
[] None of the above

Regulatory Acknowledgment and Restrictions (If applicable):

Describe the applicable framework, oversight body, restrictions, permit requirements, or known review process.

7. Legal & Operational Boundaries

MSA Review Acknowledgment:

[] I have reviewed the Master Services Agreement preview and understand that a Statement of Work may be required before work begins.

Legal, Regulatory, or Operational Deal-Breakers:

Note any corporate legal requirements, regulatory constraints, procurement requirements, insurance requirements, or operational deal-breakers.