Initial Information

|  |  |
| --- | --- |
| **Date Received:**  | dd.mm.yyyy |
| **Source of lead:**  | Client X |
| **Allegation(s):** | Our client ….. |

The objective of this investigation is …

* to determine if the …….

Target:

<Company, names, address and all other known contact details of subject>

Investigative Methods:

1. Obtain and review …
2. Involve …
3. Conduct background research …
4. Test purchase ….
5. Evaluate the information … Prepare final report …

Resources and Time Frames

1. We estimate one investigator to conduct the research within xx hours.