



Project briefing for

Please complete this form with as much detail as possible. This will assist ac4designs in providing an accurate and fair cost for your project. If the information requested is not available please indicate this and if possible why. If the form seems daunting or you are not used to briefing projects then please feel free to contact us. The objective of this form is to collect the basic information required to provide a fixed price or estimate cost. Before contacting us please collate as much information as possible as this form will be used to structure any discussion.

Basic project details

Please provide the following details in full.

Your name:

Your position:

Company/Organisation:

Project title:

Project deadline:

I would like to request:

A Fixed Price Cost

An Estimate

Please provide the following details if at all possible.

Interim deadlines – please supply any information or dates at which the project must achieve a certain level of progress. This may include internal concept approval or design sign off phases (if this information is not available or applicable please indicate):

No date is available because:

Start date:*

(The date that work on this project should preferably start).

*Please note that this date will also be the date on which all content, data and information required to complete the project must be supplied to ac4designs.



Project briefing for

Project brief

Please outline in as much detail the requirements of your project. Use the list of questions below to help you in forming your brief. If completing this task proves difficult for any reason please contact ac4designs who will be happy to assist. In order to provide a fixed price cost a clear project brief is required.

- Who is it for (the audience)?
- What is your message? (The reason your audience would be interested?)
- What is your objective? (What do you want some one seeing this to do?)
- What kind of response do you want and how should people do it? i.e. Make an online purchase, supply feedback, call your helpline.
- Are there related products, services or other marketing materials to consider?

Project outline:

If you are unable to complete a clear description of the project in the space provided please attached your brief as a seperate file.



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Content Quality

If content is to be supplied to ac4designs for use in the project please indicate its status:

- | | | | |
|--------------------------------------------------|-----|----|-----|
| ▪ Is the supplied content complete and final? | Yes | No | N/A |
| ▪ Has text been proofread and checked in full? | Yes | No | N/A |
| ▪ Has all data been checked in full? | Yes | No | N/A |
| ▪ Are diagrams or figures complete and accurate? | Yes | No | N/A |

Supplied attachments

If you intend to supply elements required to complete the project please indicate below.

With this brief

Before start date

Logo

Examples

Data

Content

Images

Other

Additional project information

Please provide the following details if at all possible.

Contacts:

Project approval:

What is your budget?

You are not required to supply this information in order that a costing can be provided. However, if you already have a budget and are willing to share it, this can often assist ac4designs in presenting a clear outline of what can be achieved. Often it can facilitate early discussion to ensure that project expectations are met.

Budget



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To submit your request please save a copy of this file attach it to the contact form on my website or email it to enquiries@ac4designs.co.uk

A manual receipt confirmation to this request will normally be returned within 4 hours. A costing will normally be provided with 48 hours unless it is necessary to make contact to clarify aspects of the information provided.

Thank you for your enquiry.