**CLIENT INFORMATION:**

Business name:  
Name of decision maker for this project:

**PROJECT OVERVIEW:**

Name of Project:

Summary about this project:

When is the deadline for this project:

**PROJECT DELIVERABLES:**

1. Name of Deliverable:  
   Deadline for Deliverable:

Technical Specs:

Format of files supplied:

Design Brief:

1. Name of Deliverable:  
   Deadline for Deliverable:

Technical Specs:

Format of files supplied:

Design Brief: