INITIAL PROJECT BRIEF

FORM ID#: XXXX 001-IPB

JAG DESIGN IDEAS

Client Information:

Name

Address

Phone

Address (Billing)

E-mail

Contact Person

Form Date:

Instructions:

The purpose of this form is to give us a clear idea of the project you are inquiring about, and so that we can provide an accurate pricing estimate to you.

Please take as much time as necessary to complete this initial questionnaire. If possible, have all contributing members of your team provide input. Better understanding these answers will also help us to give you the best solutions possible.

Thank you and we look forward to serving you!

1. **Please describe in brief the project you are interested in:**

2. **Is there a deadline for your work, or a general timeline you'd like to have met?**

3. **Is this project something your organization is definitely planning to do, or is it still in developmental/approval stages?**

4. What is your budget for this project? Or, if this request pertains only to part of the project, what is the budget for the part you are inquiring about? (*If you have restrictions on disclosing your budget, we understand. This is just to help us guage whether we can provide you a fair pricing estimate.)

5. Beyond design services, please provide details about any other service which you may be interested in contracting JAG Design Ideas for, such as the printing of the design, web hosting or development, etc. :

6. Does your project require copy writing in addition to design, or will you supply the copy?

7. Do you have an intended design direction in mind that you'd like us to follow, or do you wish for us to provide the design direction entirely? If you have a design direction in mind, please provide some brief details here:

8. To help us guage the scope of your project and give you a fair pricing estimate, please provide any further details about all the components of your project you'd like JAG Design Ideas to develop:

9. In brief, please identify any goals - tangible or intangible - that you hope to accomplish with this project:

10. Please list any other questions or comments pertaining to your project here: