

Task Brief

Digital - Documents & Presentations

Answer what you can. Use extra sheets or discuss anything you are unsure about.

Name / business

Email / project reference

1. What would you like us to help you achieve?

Tell us what a successful result would look like.

2. Who will use it, and where?

Audience, setting, business or personal use.

3. What do you already have?

Photos, drawings, measurements, text, branding, source files or the item itself.

4. What must stay, change or be avoided?

Important details, colours, style, brand rules and permissions.

5. What budget and timing should we work around?

A budget range is helpful. Tell us if the date is fixed or preferred.

This Task Brief supports scoping and quotation. It does not place an order or agree a price.

Task Brief

Digital - Documents & Presentations

Answer what you can. Use extra sheets or discuss anything you are unsure about.

6. What are we producing and how large is it?

Report, presentation, flyer, brochure or reusable template; pages/slides and versions.

7. Is the content final or does it need writing?

Supplied text, charts, research, structure or editing needed.

8. What brand and reference layout should we follow?

Logo, colours, fonts, example documents and what you like about them.

9. How will people receive and use it?

Screen, print, live presentation; Word, PowerPoint, PDF; print specification.

10. Who supplies facts and approves the result?

Accuracy checks, revisions, accessibility needs and final sign-off.

This Task Brief supports scoping and quotation. It does not place an order or agree a price.