SECOND STORY STUDIO

# Task Brief

Furniture & Finds / Reworks

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.

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

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### 6. What item, size and material are involved?

Include photographs and overall measurements.

### 7. What is its condition and what work do you have in mind?

Repair, restoration, colour/finish change or re-use.

### 8. What should be retained?

Original features, sentimental details, patina or hardware.

### 9. Where will it be used and what finish do you prefer?

Interior/exterior, colours, wear and reference examples.

### 10. What access and transport arrangements are needed?

Location area, stairs/door clearances, collection and delivery constraints.

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