SECOND STORY STUDIO

Task Brief

Partners Corner - Working Together

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.

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6. What skills, services or products would you bring?

7. What type of relationship or project are you proposing?

8. What genuine work or references can you share?

Portfolio, relevant experience and permission to show work.

9. How would responsibilities be divided?

Lead contact, scope, payment route, customer responsibility and aftercare.

10. What introductions or next steps would be useful?

Availability, location coverage and the first opportunity to explore.

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