

# PROJECT BRIEF

DATE

DEADLINE

## CLIENT INFORMATION

First Name

Last Name

Phone Number

Email

Address

Street

City

State

Zip

## BUSINESS DETAILS

Company

Brand

Business  
Details

## SYNOPSIS

Logo

www.yourinfo.com | you@yourinfo.com  
+X XXX XXX XXXX | Your St. XX | City | XXXXX

# PROJECT DETAILS

Objective

Target

Key Message

Tone

Link for  
Inspiration

Competition

Deliverables

Timeline  
(duration)

Phase 1

Phase 2

Phase 3

Phase 4

Date Due

Date Due

Date Due

Date Due

Budget

Comments

Logo

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