

Your project, at a glance.

Use this worksheet to prepare a first conversation with Hello Design. Short notes are enough; you can leave anything undecided blank.

01 The business & contact

Business name, website and the person we should contact.

02 The goal & audience

What needs to change? Who do you need to reach?

03 Applications & languages

Which identity, website, print or spatial applications do you need? In which languages?

04 Existing material

Available brand files, copy, photographs and production specifications. What is ready?

05 People & approvals

Who provides content, gathers feedback and gives final approval?

06 Timing & priorities

Preferred completion date, key milestones and the most important applications.

07 Budget (optional)

Your available range, not a service price or quotation.

- | | |
|--|--|
| ☐ Under €1,000 | ☐ €1,000 - €2,000 |
| ☐ €2,000 - €5,000 | ☐ €5,000 - €9,000 |
| ☐ €9,000+ | ☐ Not sure yet |

08 What a useful result means

What should become clearer, easier to use or more consistent? Note any constraints.

Share only the business information needed for the conversation. The proposal will define scope, deliverables, review stages, fees and the agreed schedule.