**BRIEF TITLE**

**Client name:** --

**Short brief:** *Summarise the task in a single, all-encompassing action, e.g. “Write a blog post about how a digital marketing agency helps your brand be awesome on social media.”*

**Word count/size specs:** --

**Task objectives:**

*A longer explanation probably sourced from the client’s own description or elaborating what was already given.*

**Visual and media assets:** --

**Helpful links and resources:**

* Links to websites or files with related information.

**Other notes:** *Optional.*

**Delivery method:** *By email attachment, file upload, etc.*

**Payment:** *Fixed price or hourly rate.*

**Deadline:** *Include submission time if important.*