



Creative website brief

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Date: _____

Client - _____ **Job Number-** _____

How to use this form

Please save this file to a location on your computer first, then proceed to fill out the form with information about what you want your site to look like and what functions you would like it to do. If you do not see the form fields, click the highlight button top right of this form. This is a working document and will be modified until the client and Odyssey Ten have a clear understanding as to the scope of the project. It contains the information for all parties from the site map, concepts pages, site content and site features, to allow accurate, time and cost effective execution of the project. If you don't know the answer don't worry about it at first, Odyssey Ten will discuss and finalise the document with you.

Key Contact details(name, phone email and address):

Target dead line: _____ **Hosting solution:** _____ **existing:** _____ **required:** _____

URL / Domain address: _____

Description: _____

Logo supplied: **yes** **no** **need a logo:** _____

Theme: _____ **Number of pages:** _____

SEO setup: **Basic:** **Advanced:** **Other:** _____

Look & feel requirements: _____

Mandatory requirements: _____

Target: _____

Social media addresses: please discuss with us prior to signing up to everything

Facebook: _____ **Twitter:** _____

Instagram: _____ **Pinintrest:** _____

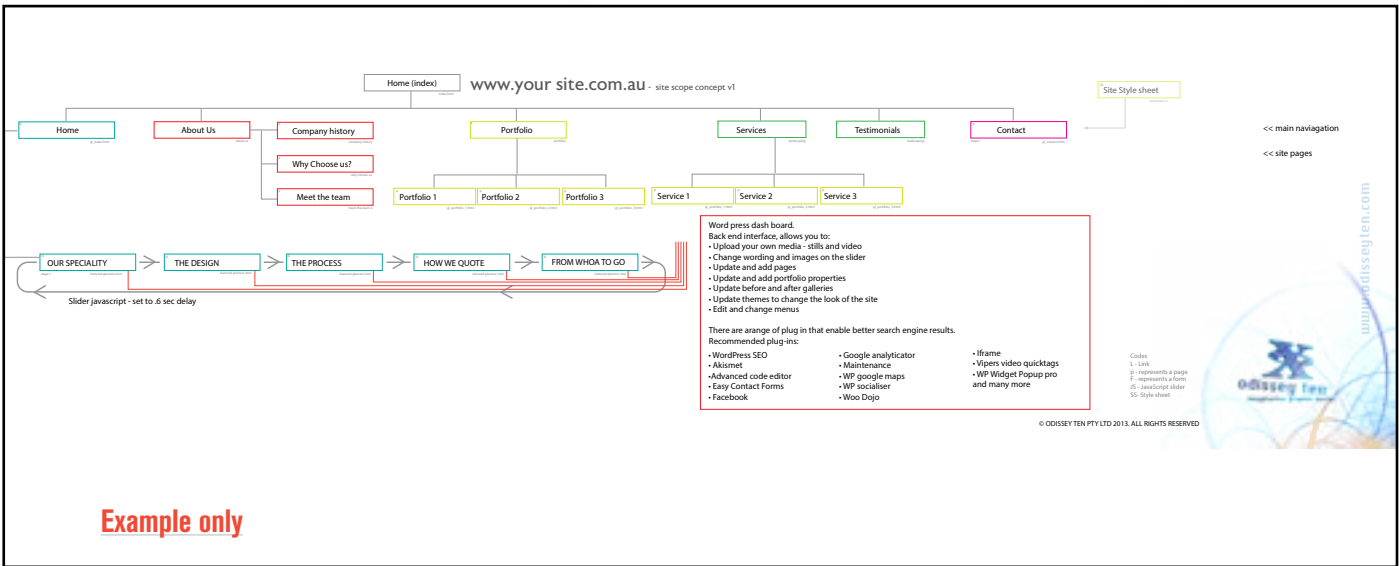
LinkedIn: _____ **YouTube channel:** _____

Vimeo channel: _____ **others:** _____

Additional Information: _____

Images: **Client to provide:** **To be sourced by OT:** _____

Add content to be used here: (please paste your content below, be sure to provide a title, a hyphen then the content for each page, please add 2-3 returns to separate pages. Be sure to proof your copy before providing it.)



Example only

Odyssey Ten to provide



Odyssey Ten to provide

Secondary page layout - About US

Odyssey Ten to provide

Secondary page layout - Services

This is a working document and client approval is required prior to building the site. This document outlines the project scope and what is used to accurately quote the project. All additional work that is required at the client's request, that is not outlined in this scope document is charged as additional time. This does not include artwork refinements of elements outlined above.