Client Questionnaire Template

Step 1:
Client Information

1. Name:

2. Organization (if applicable):

3. Email:

4. Phone Number:

Step 2:
Project Overview

Briefly describe the project and its purpose:

What is the main message or concept you want the illustrations to convey?

Step 3:
Scope of Work

1.   How many illustrations do you require for this project?

2.   Are there specific concepts, topics, or subjects that need to be illustrated?

3.   Are there any specific dimensions or sizes required for the illustrations?

4.   What is the intended usage of the illustrations (e.g., publication, presentation, website)?

5.   Do you have any preferences for the style of illustration (realistic, conceptual, infographic, etc.)?

Step 4:
Content and Reference Materials

1.   Please provide any relevant text or content that should be included in the illustrations.

2.   Do you have any existing visual references or materials that can help guide the illustrations? (Please provide links or attachments if available.)

Step 5:
Target Audience

1. Who is the intended audience for the illustrations? (e.g., researchers, students, general public)

2. What level of familiarity does the audience have with the subject matter?

Step 6:
Deadlines

1. What is the desired timeline for completing this project?

2. Are there any specific milestones or deadlines that need to be met?

Step 7:
Usage and Rights

1. How do you intend to use the illustrations? (e.g., print, digital, social media)

2. Are there any copyright or usage restrictions that I should be aware of?

Step 8:
Communication and Feedback

1. What is your preferred method of communication? (email, phone, video call)

2. How frequently would you like project updates or progress reports?

3. How many rounds of revisions or changes would you like to include in the project?

Step 9:
Budget

1. 1. Do you have a budget in mind for this project?

2. 2. Are there any specific cost constraints or considerations?

Step 10:
Additional Notes

1. Is there anything else you'd like to share or any specific requirements that haven't been covered in the questionnaire?