

# Graphic Design Project Brief Template

Use this template to outline the key requirements, goals, and details for your graphic design project before printing or sharing with your designer.

## 1. Client & Contact Information

Company / Client Name:

Primary Contact Person:

Email Address:

Phone Number:

## 2. Project Overview

Project Title:

Project Goal / Objective:

Target Audience:

## 3. Design Specifications

Deliverable Format:

Dimensions / Size:

Color Palette Requirements:

Brand Guidelines / Font Preferences:

## 4. Content & Assets

Copywriting / Text Content:

Images & Logos Provided:

## 5. Schedule & Budget

Project Start Date:

First Draft Review Deadline:

Final Project Deadline:

DD/MM/YYYY

**Allocated Budget:**

Enter currency and budget