



CLIENT BRIEFING QUESTIONNAIRE

Please take the time to answer this questionnaire as completely as possible. It will help us get to know you and your project, so that we can better tailor our advice when we meet in person.

We recommend that all the occupants / owners of the project participate in completing the questionnaire and also attend the first meeting.

Please send the completed questionnaire to our office by return email.

Name

Postal address

Proposed site address

Phone number

Email address

What is the project? *Please describe your project and the main objectives you hope to achieve with the design in a few sentences.*



Who will be living here? *List the occupants of the proposed building (eg. partner, children, parents):*

Have you ever undertaken a construction project before?

If so, did you use an Architect or draftsman?

Can you describe the project and tell us a bit about your experience?

How urgent is your project? When do you hope to occupy the finished building?

What is your budget for the project and how flexible is it?

Do you have any design ideas of your own? *Please tell us a bit about them below and bring along any images you may have to our meeting for discussion.*



Can you list the spaces / rooms you would like to include and an estimated size for the main areas?

Is there anything else you think we need to know? *(for example, the condition of the existing house, if relevant, or characteristics of your site)*

Are there any particular questions you would like us to address when we meet?

What's your preferred time & method of contact?

How did you hear about Cooper Scaife Architects?
