

## CLIENT BRIEFING QUESTIONNAIRE

Please take the time to answer this questionnaire as completely as possible. This will help us give you specific feedback about your project and maximize the value you get from our first meeting.

We recommend that all the occupants / owners of the proposed project should participate in filling out the questionnaire, as well as the first meeting.

Please return the completed questionnaire to our office by post or email to: [info@cooperscaife.com](mailto:info@cooperscaife.com)

- Name:

---

- Postal address:

---

- Proposed site address:

---

- Phone number:

---

- Email address:

---

- Please describe your project and the main objectives you hope to achieve with the design in a few sentences?

---

---

---

---

---

---

- List the occupants of the proposed building eg. partner, children etc:

---

---

---

- Have you ever undertaken a construction project before?  
If so, did you use an Architect or drafts person. Please describe the project and your experience?

---

---

---

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

---

---

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

---

---

- Do you have any design ideas of your own?  
If so, please describe these below and bring along any images you may have to our meeting for discussion.

---

---

---

---

---

---

- List the functional spaces / rooms you would like to include in your project with an estimated size. (eg. Bedroom 4x4m).

Room / Space	Approximate Size

- Is there anything else you would like tell us about your project, the existing house or site?

---

---

---

---

---

- Are there any specific questions that you would like us to address during our meeting?

---

---

---

---

- Do you have a preferred time and /or method of contact? (eg. phone or email.)

---

- How did you hear about Cooper Scaife Architects?

---