

Client: _____

Date: _____ Time: _____

MEETING NOTES

Job: _____

Place: _____

Present: _____

Topics Discussed:

Target Market:

Competition:

(What makes your company stand out from the competition?)

Likes: (Current Image, Desired Image)

Dislikes:

Writing:

Photography:

Printing:

Coding:

Other outsourcing:



Next Meeting:

First Pass Due:

Final Due Date: