

**Client Assistance Worksheet**

As we try to simplify the process of knowing our clients and their needs, we prepared this short document to start rolling. This will help us better understand you, your company, and your customers.

Once you finish the document, please email it to [info@haketi.com](mailto:info@haketi.com) and we will contact you as soon as possible.

What is your name and role?

What is the name of the company?

What are the products and services that you offer?

Please describe the people using your product. What is your target audience?

What tasks people will be accomplishing by using your product?

Who do you consider are your competitors?

When would you like to start?

When does it need to be completed?

What is your budget for this project? Your budget determines how much time and resources we can dedicate to your project.

Is there an existing version of your project? (website, application, mobile app)

What are your goals for working with us? (Improve sales of existing website, redesign, build from scratch, etc.)

Are there any additional comments that you would like to add?