

Proposal of specification for Tattoo-foundry

Dear “Your best talk” team,

As requested, here are the specifications of our needs. I hope to have your proposal today, as agreed.

Have a nice day,

Mr. Smith

Proposal of specification for Tattoo-foundry

Client: Tattoo-Foundry

Provider: Your Best Talk

Date: January 28, 2025

Tattoo-Foundry wishes to collaborate with Your Best Talk to develop an effective marketing strategy. This document outlines the specific needs of Tattoo-Foundry for this project.

Mandatory Needs

1. Creation of Communication Supports:

Description: Creation of visual supports such as leaflets and advertisements.

Objective: Increase brand visibility and attract new customers.

Deliverables: Final designs of leaflets and advertisements, ready for printing and distribution.

Expected number of working days: 15 days

2. Project Piloting and Workshop:

Description: Project management and organisation of a workshop to train the Tattoo-Foundry team on using the newly created assets.

Objective: Ensure a smooth transition and optimal use of new communication tools.

Deliverables: Detailed project plan and training documentation.

Expected number of working days: 10 days

Optional Needs

3. Project Financial Follow-up:

Description: Monitoring and managing the financial aspects of the project.

Objective: Ensure budget compliance and optimise expenses.

Deliverables: Regular financial reports and budget recommendations.

Expected number of working days: 20 days

4. Creation of 3D Models for Ad Visuals:

Description: Development of 3D models to enhance advertising visuals.

Objective: Improve the visual appeal of communication supports.

Deliverables: 3D models integrated into final designs.

Expected number of working days: 15 days

5. Translation into Japanese:

Description: Translation of communication supports into Japanese.

Objective: Reach the Japanese market and expand international presence.

Deliverables: Japanese versions of leaflets and advertisements.

Expected number of working days: 5 days

Unnecessary Services:

- **Translation into English:** Tattoo-Foundry already has resources for English translation.
- **Inclusion Strategy:** This need is already covered by Tattoo-Foundry's internal initiatives.

Conclusion: Tattoo-Foundry looks forward to a fruitful collaboration with Your Best Talk to meet these needs and strengthen its market presence.