[Date as DD MMM YYYY, e.g. “10 January 2024”]

[Client’s first and last name]

[Client’s address]

**Client brief**

[Greeting, e.g. “Kia ora <Client’s first name>”]

[Introduction, e.g. “It was great to meet you last week to talk through your ideas and aspirations for your new garden. I’m excited to get started on the design of <describe garden using emotive language, e.g. your secluded oasis in the city>.”]

This brief sets out what you would like from your new garden. It serves as a form of agreement between us.

We both agree that the garden design will:

* [Describe the spaces you’ll create, and the conditions you’ll adjust, using evocative language, e.g. “Provide a cosy, sheltered outdoor space for you to entertain your friends and whānau year-round.”]
* [You may want to indent bullet points to link the changes to the conditions to the function of the space, for example:
* “Provide inviting spaces for you and your whānau to make the most of outdoor living, throughout the year. This will be achieved by:
  + bringing in views of the stunning, rugged coastline into the garden, and
  + creating spaces for relaxation activities, including a fire pit and a spa.”]

*Legal constraints*

[Briefly list these here, e.g. “There is a covenant in place that prescribes the distance built structures must be set-back from the boundaries, as described in the plans you supplied. The design will respond to these requirements in addition to those described above.” or “There are no known constraints at this time. If any are identified during the design process they will be factored into the design.]

If I have missed anything or you have thought of anything else since my visit, please let me know so that I can incorporate it into this brief.

*Next steps*

If the description above captures your desires for the garden, and you’d like me to go ahead with the design, please [describe what action you require, e.g. “sign and date this document in the space provided on the following page, or confirm by email.”]

I look forward to designing an amazing garden for you!

[Sign-off, e.g. “Ngā mihi”]

[Your full name]

[Your job title, e.g. Landscape Designer, Landscape Contractor, or Landscaper]

I, [client’s first and last name], accept this client brief as an accurate record of the key requirements of a garden design for my property at [address].

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return the signed document to:

[your email address]

or

[your postal address]