



— YOUR PROJECT BRIEF

Your manager asks one question. *You open twelve sheets.*

Raw numbers, no chart, #DIV/0!. A dashboard answers the monthly questions in one minute, on one page. This file shows you my way of working, lets you choose a design and tells me what you need. Fill it in a few minutes, save it and send it back to me.

What you get



Excel or Google Sheets
No extra software



Updates when you add data
Tables, formulas, pivot charts



Filters and slicers
Every view in one click



Print-ready page
For meetings and reports



Your colours and logo
Looks like your company



2 weeks of free revisions
Confidential, always

How it works

1

Fill pages 2 and 3
Pick a design and answer a few questions

2

Send it back
In our chat on
Freelancer.com

3

Detailed quotation
Your roadmap, my advice
and the exact price

4

We start
Editable files + 2 weeks
of free revisions

Before

Data all months (copy).xlsx					
	month	orders	complaints	audits	on time
1	jan	120	14	5	96%
2	feb	135	19	4	94%
3	mar	128	14	6	97%
4	apr	140	11	5	98%
5	may	150	9	7	98%
6	jun	146	12	6	95%
7	jul	158	8	5	99%
8	aug	162	10	6	97%
	sum	1139	97		#DIV/0!



After · my way



My tip: Keep raw data and reports on separate sheets.

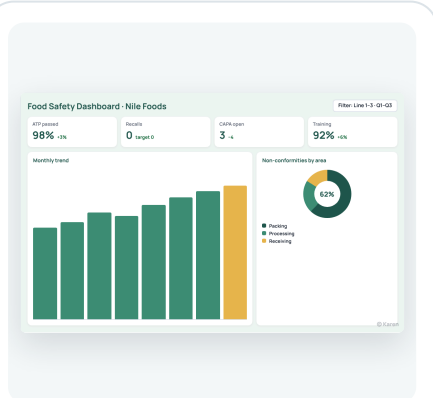
Paste new data at the bottom of one clean table, and let the dashboard read from it. You never touch the charts again.



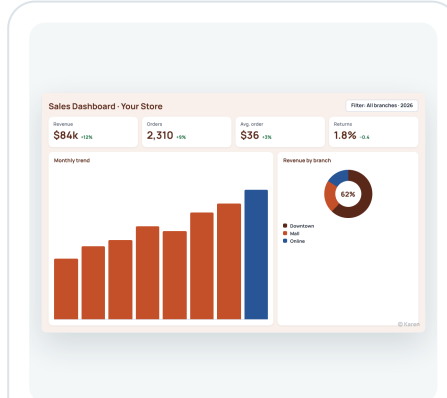
STEP 1 · CHOOSE YOUR DESIGN

Which style feels like you?

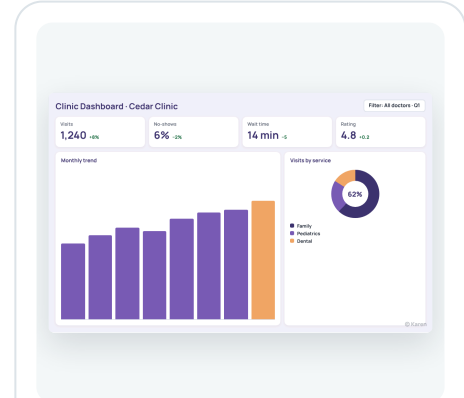
These are concept designs I made to show my way of designing. Tick one, or choose “mix” and tell me what you like.



☐ **Option A**
Food factory · Safety KPIs



☐ **Option B**
Shop · Sales



☐ **Option C**
Clinic · Visits

☐ **Mix or my own idea:**

Colours

☐ Navy & teal ☐ Green & gold ☐ Plum & coral ☐ Black & gold

☐ My brand colours

Style and language

☐ Formal ☐ Friendly ☐ Modern ☐ English ☐ Arabic ☐ Both

Only me

I design every file myself, start to finish

Confidential

Your files are never shown to anyone

Your approval

You see the plan and price before we start



— STEP 2 · TELL ME ABOUT YOUR PROJECT

A few answers, and I can plan everything

Your name / company

Your field (factory, clinic, law office, school...)

Where is your data now? (Excel, Google Sheets, system export)

The 3–5 questions your manager asks every month

Filters you need (month, site, product, doctor...)

How often will you add new data?

Deadline

Package

- ☐ Starter ☐ Standard ☐ Premium
☐ Not sure

What will you send me?

- ☐ My current file ☐ Notes or a list of points ☐ Logo and colours ☐ Photos or data
☐ Nothing yet, I need help to start

Anything else I should know?

Save this file and send it to me in our chat on Freelancer.com.

I read it myself and reply with your detailed quotation PDF: your roadmap, my advice and the exact price, before we start.