



YOUR PROJECT BRIEF

Your sheet has the data. *It just can't tell you anything.*

Typed totals, random colours, #VALUE! errors, dates in five formats. You spend more time fixing the sheet than using it. 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 + Google Sheets

Tested in both



Automatic status and alerts

Late, due soon, valid



Drop-downs and protection

Clean data, locked formulas



A short guide tab

Use and update it yourself



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

	name	training	date	next	status??	notes
1	ahmed	GMP	3/1	3/7	OK	
2	Mona Ali	haccp	12-01-2025	?	LATE!!	call him
3	sara	GMP + fire	Jan		ok	check
4	youssef	haccp	4/6/28	#VALUE!	ok	
5	Omar	first aid	2/2/25	2/2/26	OK	???
6	Nour	gmp				
	total	=5+1				



After · my way

Employee	Department	Training	Last done	Next due	Status
Ahmed S.	Production	GMP	03 Jan 2025	03 Jan 2027	Valid
Mona A.	Quality	HACCP	12 Jan 2025	12 Jan 2026	Late
Sara M.	Warehouse	Fire safety	20 Mar 2025	20 Mar 2026	Due soon
Youssef K.	Production	HACCP	06 Feb 2026	06 Feb 2027	Valid
Omar H.	Maintenance	First aid	02 Feb 2025	02 Feb 2026	Late
5 employees				2 late · 1 due	60% valid



My tip: Never type a number inside a formula.

Put limits and dates in their own cells and point the formula to them. When the limit changes, you change one cell, and the whole sheet stays right.



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.

CAPA Log 2025 - Nile Foods					
=SUMPRODUCT(SUMIFS("Open","Due","<=DATE(2025,12,31)))					
CAPA No.	Source	Issue	Owner	Due	Status
CAPA-01a	Audit	Missing ATP records	QC lead	10 Apr	Valid
CAPA-01b	Complaint	Foreign body	Prod. manager	20 Mar	Late
CAPA-01c	Audit	Label error	Packing	20 Mar	Out soon
CAPA-017	KPI	High scrap rate	Engineer	10 May	Valid
CAPA-018	Supplier	Label COA	Purchasing	12 Mar	Late
5 sections				2 overdue	40% closed

☐ Option A
Factory · CAPA log

Calibration Schedule - Prime Cal Lab					
=SUMPRODUCT(SUMIFS("Valid","Next cal","<=DATE(2025,12,31)))					
Equipment	ID	Range	Last cal.	Next cal.	Status
Balance	BAL-01	0-220 g	10 Jan 2025	10 Jan 2027	Valid
Thermometer	TH-02	-20-150 °C	02 Feb 2025	02 Feb 2026	Late
Pipette	PIP-12	100-1000 µL	15 Apr 2025	15 Apr 2026	Out soon
pH meter	PH-03	0-14 pH	08 Mar 2025	08 Sep 2026	Valid
Pressure gauge	PG-02	0-10 bar	20 Jan 2025	20 Jan 2026	Late
5 items				2 overdue	60% valid

☐ Option B
Lab · Calibration schedule

Leave Tracker 2025 - Cedar Clinic						
=SUMPRODUCT(SUMIFS("On ES","H1","<=DATE(2025,12,31)))						
Staff	Role	Type	From	To	Status	
Dr. Lala	Doctor	Annual	01 Mar	07 Mar	Valid	
Nurse-Hana	Nurse	Sick	10 Mar	11 Mar	Valid	
AJR	Reception	Annual	20 Mar	27 Mar	Out soon	
Nurse-Ram	Nurse	Annual	02 Apr	09 Apr	Out soon	
Dr. Sami	Doctor	Training	15 Apr	17 Apr	Valid	
5 requests					18 days	

☐ Option C
Clinic · Leave tracker

☐ 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...)

What do you need to track? (training, CAPA, calibration, leave, stock...)

The columns you need

Alerts you want (late, due soon, low stock...)

Excel, Google Sheets or both? How many users?

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.