YOUR PROJECT BRIEF

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

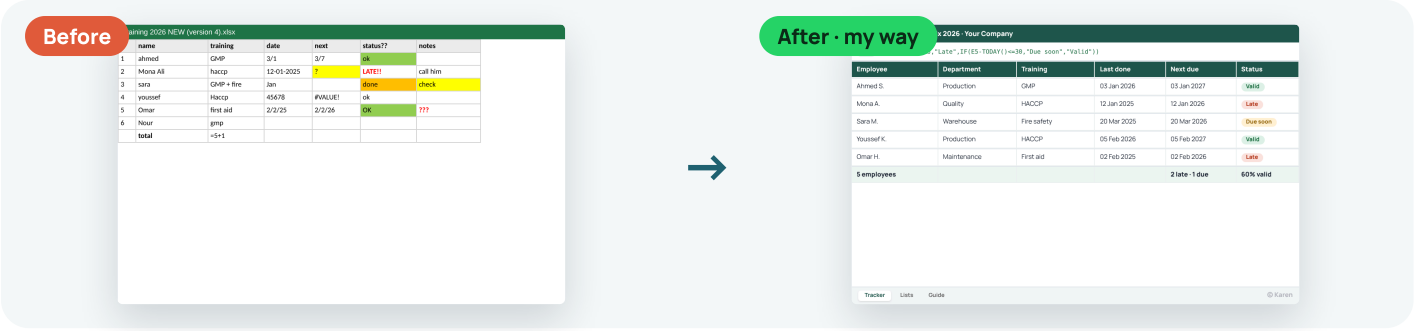
Typed totals, random colours, #VALUE! errors, dates in five formats. You spend more time fixing the sheet than using it. This file shows you my way of working, lets you choose a design and tells me what you need. Fill it in a few minutes, save it and send it back to me.

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



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.

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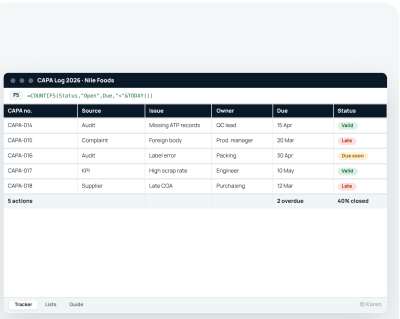
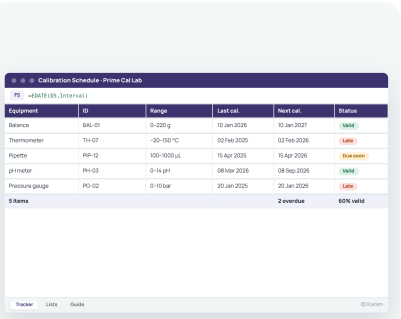
STEP 1 · CHOOSE YOUR DESIGN

Which style feels like you?

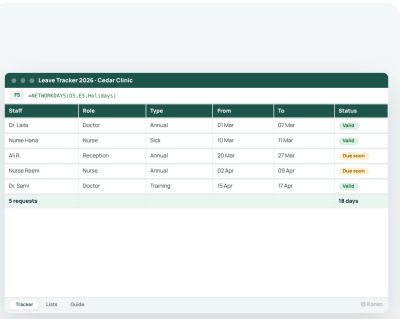
These are concept designs I made to show my way of designing. Tick one, or choose "mix" and tell me what you like.



○ **Option A**
Factory · CAPA log



○ **Option B**
Lab · Calibration schedule



○ **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

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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.

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