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| --- | --- | --- |
| **No** | **Task** | **Answer** |
|  | What does Client do and what is their website | [www.xxx.com](http://www.xxx.com) |
|  | Who is the specific Client contact and what is their cell phone number? | Mr. x  (+44) xxxxx |
|  | What is the deliverable? | * An email reply; or * An engagement strategy document; or * A table of comparison options; |
|  | By what date must you email the deliverable to the Client? | 3pm x/x/14 |
|  | Did you complete a planning phone discussion with Client? |  |
|  | What estimate of the total engagement costs did you advise the Client? | Us$xxxx |
|  | How much is the Client retainer fee? |  |
|  | What is important to Client? | Examples include:  To not speak to hsbc  To overestimate deadlines and over deliver |
|  | What does the Client want us to focus on? | How not to set up a company in Kuwait and lebanon |
|  | What is the Client expecting of us? | Simple practical conservative solutions, nothing fancy |
|  | Specifically what problem does the Client have? | How to serve hsbc in the most cost effective way |
|  | Specifically what services does the Client want from us? | * Company registration * Corporate bank account * Virtual office * Physical office * Work visas * Ready-made turnkey solution |
|  | Did Aidan have a phone conversation with Client? | If not, please complete attached |
|  | Did you email all of the above to the Client? |  |
|  | What due diligence did you get from the Client? |  |
|  | What staff member can help you? |  |
|  | What supplier can help you? |  |
|  | What Client can help you in this country? |  |
|  | What do you plan to do over the coming week? |  |