BEFORE YOU ASK FOR HELP

FAN

# China Task Checklist

Clarify the request so the scope, cost, and next step can be confirmed quickly.

## 01 Outcome

What exactly should be different when this task is complete?

## 02 Location

Which city or site is involved? Who has permission to act there?

## 03 Materials

What information, files, introductions, or approvals are available?

# China Task Checklist

Use these questions to make the next step easier to quote and deliver.

## 04 Timing

What is the real deadline, and what depends on that date?

## 05 Budget

What service, travel, shipping, sample, or third-party costs are expected?

## 06 Boundary

What must FAN not do? Which decisions require the client or a licensed provider?

### Ready to share the request?

Use the inquiry form at eihua.com/contact/.

Submitting an inquiry does not create a contract.
Scope and price are confirmed separately before work starts.

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# 中国事务准备清单

先把事情说清楚，才能更快确认范围、费用和下一步。

01 **目标**

任务完成时，具体要看到什么结果？

02 **地点**

事情发生在哪座城市或哪个地点？谁有权办理？

03 **材料**

目前有哪些资料、文件、联系人或授权？

# 中国事务准备清单

用这些问题把需求整理清楚，方便确认报价和交付。

04 **时间**

真正的截止日期是什么？哪些事情依赖这个日期？

05 **预算**

预计涉及哪些服务、交通、快递、样品或第三方费用？

06 **边界**

哪些事情不能做？哪些决定必须由客户或专业机构完成？

**准备好提交需求了吗？**

请使用 eihua.com/contact/ 的询价表。
提交需求不等于建立服务合同。
开始工作前会单独确认范围和价格。