

DESIGN AND GRAPHICS

Web Site Questionnaire

This questionnaire will help you to think through the type of web site you would like to have, as well as give us the information we need to begin. Whether we are developing a new web site or redesigning your present site, the clearer you are about what you would like, the easier it will be for us to develop. Please take the time to fill in the form below. Doing so can save all of us a lot of time sending emails back and forth to clarify different parts of the design and web site set-up process. Completing this questionnaire simply provides us with information to begin. You are free to request changes at any time during the design process.

CONTACT INFORMATION

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

COMPANY NAME: _____

EMAIL ADDRESS: _____

PHONE NUMBERS: _____

WEBSITE STRATEGY

PURPOSE: What is the purpose of developing/redesigning your web site? _____

GOALS: List some of your goals or objectives in developing or redesigning your site: _____

SITE INFORMATION:

YOUR SITE: New Redesign

COLORS: What color combinations would you like? _____

LAYOUT LOOK: First impressions are very important. What IMAGE do you want to project?

(check as many as apply)

Traditional Contemporary Formal Casual Cutting edge Friendly

Corporate Other _____

MAIN MENU LOCATION? Under top header Left side No preference

LIST ANY WEBSITES YOU LIKE AND WHAT ABOUT THEM INTERESTS YOU?

HOW MANY MAILBOXES WILL YOU NEED? 1 2-5 more

GRAPHIC CONTENT:

DO YOU HAVE ANY GRAPHICS THAT YOU WOULD LIKE US TO USE? Yes No

DO YOU HAVE PHOTOS YOU WOULD LIKE US TO USE? Yes No

ARE YOU INTERESTED IN US CAPTURING PHOTOGRAPHS? Yes No

WOULD YOU LIKE SLIDESHOWS? Yes No HAVE PHOTOS? Yes No

WOULD YOU LIKE VIDEOS? Yes No HAVE VIDEOS? Yes No

LOGO/HEADER:

DO YOU HAVE YOUR OWN LOGO YOU WOULD LIKE US TO USE? Yes No

DO YOU WANT US TO DESIGN A LOGO FOR YOUR SITE? Yes No

PAGE CONTENT:

HAVE YOU DEVELOPED A CONTENT OUTLINE FOR YOUR SITE? Yes No

IS YOUR CONTENT WRITTEN? Yes No

NEED HELP DEVELOPING, WRITING AND/OR EDITING YOUR SITE CONTENT? Yes No

CHECK/LIST SOME OF THE FEATURES YOU WANT ON YOUR SITE?

- Calendars Information Forms Feedback forms Email links Schedules Price lists
 Manuals Rules Waivers Others: _____

DO YOU HAVE ANY CUSTOMER TESTIMONIALS WE COULD POST? Yes No

ABOUT HOW MANY PAGES DO YOU EXPECT TO HAVE? _____

WHAT PAGES WOULD YOU LIKE INCLUDED IN YOUR WEBSITE?

(Note: you will be billed for any pages that go over the number allowed in your package)

- Home/Welcome Page (Included in all) About Us (About your business)
 Services News Events Calendar Tips and Information Favorites or Links
 Contact (with or without contact form) Photo Gallery FAQ Other Pages _____

TECHNICAL:

HAVE YOU REGISTERED WITH A HOSTING COMPANY TO HOST YOUR WEB SITE? Yes No

WHAT IS THE URL OF YOUR HOSTING COMPANY? _____

WHAT IS THE URL OF YOUR WEB SITE? _____

If redesigning please give us the ftp address, user name and password for accessing your web site account with the hosting company:

FTP address: _____

User Name: _____

Password: _____

SEARCH ENGINE OPTIMIZATION (SEO)

DO YOU WANT SEARCH ENGINE OPTION LIKE GOOGLE, YAHOO & MSN? Yes No

WHAT KEYWORDS WOULD SOMEONE TYPE INTO A SEARCH ENGINE TO FIND YOUR SITE? _____

WHEN WOULD YOU LIKE YOUR WEBSITE COMPLETED? _____

WOULD YOU LIKE A FREE QUOTE BASED ON THIS INFORMATION? Yes No

We will begin work on your site as soon as we receive your 50% deposit.