

**Contact Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Do you have a current Website:**     \_\_ Yes     \_\_ No

**Do you have a Domain Registered?**   \_\_ Yes     \_\_ No

**What is your Domain Name?**

\_\_\_\_\_

**Who is the Domain through?** (Go Daddy, Gator, etc)

\_\_\_\_\_

**Tell us about your business:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What do you want to accomplish with this website?**

- Explain your products and services.
- Bring in new clients to your business.
- Provide your customers with information on a certain subject.
- Deliver news or calendar or events.
- Create a blog that addresses specific topics or interests.
- Sell a product or products online.
- Provide support for current clients.
- Scheduling Process.
- More

\_\_\_\_\_  
\_\_\_\_\_

**Do you have a timeframe to get the site online? \_\_\_\_\_**

**TARGET MARKET**

**Who will view the site?**

---

---

---

---

**Why do you believe site visitors should do business with you rather than with a competitor? What problem are you solving for them?**

---

---

---

---

**What actions should the user perform when visiting your site?**

- Call you
- Fill out a contact form
- Sign up for your Newsletter
- Search for information
- Purchase a product or service
- Schedule an Appointment

**What navigation buttons/sections and pages will you need?**

- Home
- About Us
- Services
- Products
- Purchases

- FAQ
- Testimonials/Reviews
- Contact Us
- Blog
- Latest News/Social Media Feeds
- Privacy Policy
- Terms & Conditions
- SiteMap

Other Pages \_\_\_\_\_

Link to my social media:

---

---

---

---

---

A link from my other website to \_\_\_\_\_

**Do you have the written content and images/photographs prepared for these pages?**

Yes  No

**Are you going to need?**

- Ecommerce
- Membership of any kind

**Are there any additional features that you would like for your site or things that you would like to add in the future?**

---

---

---

---

## **DESIGN**

**People are coming to your new site for the first time. How do you want them to feel about your company?**

---

---

---

---

**Are there corporate colors, logo, fonts, etc that we should incorporate?**

---

---

---

---

**If you do not already have a logo, will you need one designed?**

Yes  No  Maybe

**Website of your closest competition:**

---

---

## **MARKETING YOUR SITE**

**How do people find out about your business right now?**

---

---

---

---

**Have you thought about how you are going to market this site?**

---

---

---

**What social media accounts do you have setup?**

Facebook

Twitter

Google

Bing

Yelp

Instagram

Snapchat

Other \_\_\_\_\_

**Will you want to build your mailing list and use it for advertising & newsletters?**

Yes  No  Haven't thought about it

**Will you want printed materials (business cards, catalog, brochures, etc)**

Yes  No  I have a vendor

**If someone was searching for your product/service what types of search terms (single words or phrases) might they use?**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**MAINTENANCE**

**Will there be a section that needs regular updating?**

Yes  No

**Would you like to be able to do most of the updating yourself?**

Yes  No