

EaS WEB DESIGN WORKSHEET

We are please to begin working with you in creating the perfect website for you or your business. In order to design a website that will encompass all you envision it is necessary for us to understand you and your business. By completing this questionnaire you will be giving us the information we need to ensure that we meet your goals and design a site that you will be proud of and one that will reflect you and/or your business. In addition this information helps produce a detailed estimate and projection of your potential expenses designing the site of your dreams.

Please give this much thought since the clearer you are about who you are, what you do and the type of website you want, the easier it is for us to design the perfect site.

The easiest way to begin is by visiting your competitions websites and see what they do as well as determine what they do not do. Then visit favorite sites of yours and note colors, navigation, elements and what you like and dislike about the sites. We will be asking later for the web address to sites that are close to what you are looking for in design, colors etc.

Name:

Business Name:

Address:

City:

St:

Zip:

Email:

Phone:

Fax:

Do you currently own a domain?

Domain:

Do you currently have a website there?

Are we creating a new website or a redesign of your existing website?

Point of Contact

During the design and implementation of your site there will be many changes and revisions made. In order to cut down the amount of changes, and ultimately your final price of your website, we need one person who will be responsible for decisions made regarding your site and will be the spokesperson. This person will be "signing off" work at various points.

Please list our point of contact during design and implementation.

Name:

Email:

Phone:

Website Strategy

What is the purpose of your website? Why do you want one and what do you hope it will accomplish?

Who are your customers or viewers? List your primary targets.

What type of information will you be sharing on your website? Based on your own internet usage, what pages do you think your website will contain. Please list the pages you would like or think you will need ie: contact us, about us, services etc. Think of your sites navigation and what you want them to see.

Please provide links to your competition. This helps us understand your business.

Design- Look and feel

Do you have graphics available for our use including a logo? Please be specific. If they are to be used on certain pages please explain.

Please list some colors you would like to see.

What image would you like to portray. Click as many as you like.

Traditional Cutting Edge Contemporary Friendly Playful

Corporate Personal Serious Casual Formal

Content Development

Do you have promotional material already prepared that you like? Brochures etc.?

Do you have content already written? If not is there someone who is in charge of providing material?

You know your business better than anyone however we understand that time is not always available to write content. Do you need us to help write/edit your content?

Websites are generally split into sections. What sections and sub-sections do you think you would like to see?

If a customer was searching for you on the internet what words would he use? Please provide as many as you can think of. Think in terms of your customer's vocabulary!

Will you be selling product or services on the internet now or a later date?

What type of products or service?

Approximately how many items?

Do you currently have a merchant service account?

Are you familiar with Paypal?

Special Functions

Are there any special functions we need to build into your website?

Blog Forum Forms (Contact or feedback) Shopping cart

Customer login Multimedia Flash Other Other

Desired launch date:

Do you want the ability to maintain your own site?

Do you want us to maintain and update your website?

Do you need hosting?

OTHER WEBSITES

It helps in the designing of your site to see other sites that appeal and do not appeal to you.

Please list several websites that you like and comment why you like them.

Please list several sites that you do not like and state why.

Final Comments

If there is anything not discussed above you think you need to tell us please do so here.