



2) Current Website Do you currently own a website? Yes No

If YES, please include an example would be: www.myrealestatebusiness.com

The web (URL) address

FTP information

User name

Password

If NO, please choose 5 domain names that you would consider. Your choices ~~may be~~ taken. You can check ~~www.register.com~~ for availability. Your domain name should be easily identifiable, easy to explain over the phone, and print on a business card. If you would like us to search and register your domain name we will provide that service. Please type in the domain name you would like to have for your website. (Do not reserve it we will take care of this)

However, there is a charge for registering web names of \$25 to \$35 per year and moving names to another server.

3) "Contact Us" Section of Your Website: What are all the different ways visitors can contact you? This information needs to go into the Contact Us page (leave blank if not applicable)

Name

Address

City

State

Zip

Country

Phone

Fax

800

Mobile

Other

E-mail addresses(s):

International offices? Yes No

List hours of operation, time zone (PST, EST) and days closed.

4) Search Engine Identification Word and Phrases (Meta): List 15-20 words or phrases that describe your business. Pick words/phrases relevant to your business. List all keywords that would link search engines to your website - phrases should be both specific and general.

Examples Below List 15-20 words that relate to your company.

1. realtor
2. real estate
3. property
4. house
5. buyer
6. seller
7. market

5) Description: Write a 15- 25 word description of your business to be displayed and used in search engine submissions. Describe what your business offers, to whom it is offered and a succinct reason your business should be considered.

Here are 2 examples:

1. Show Me How Videos provides Instructional Videos, How To videos and Educational purposes for movie downloads, Video downloads and Instructional DVDs.
2. Annapolis Canoe and Kayak sells kayaks, canoes and accessories, rowing clubs and we are located in Annapolis Maryland

YourDescription:

6) Marketing Slogan: Do you have a business slogan or catch phrase? What is it? If you don't have one maybe it's time to make one up.

Here are 3 examples:

1. You stand on it, We stand behind it.
2. When only the best will do.
3. Visualize the difference.

YourSlogan:

7) Website Goal/Objective Questions: If you currently have a website, how many visitors do you receive each month? Do you know? What are your goals and objectives? What do you want the website to accomplish for you?

8) Design Questions: List email addresses you want associated with your domain name (info@webdesign.com, sales@webdesign.com, support@webdesign.com).

If you want emails forwarded to an existing email address, like Joe@aol.com, then let us know what those names and addresses are. We can have the emails forwarded; you must list all the members of your company that will be having email addresses.

Example:

sales@webvidco.com will be forwarded to Joe876@AOL.com

9) Template Design:

Which Template Design do you want to use?

10) Other Materials: Please list and gather any existing materials and information and provide all this text in digital format. If you don't have items stored digitally, you can send a hard copy. ~~items~~, but not limited to: Check all that apply  
Photos (Digital format, JPG, BMP, TGA, TIF,) before and after images

Text in MS Word Format

Brochures, Quark or Illustrator format.

Product shots

Product samples

Press releases

Price and part lists

Frequently Asked Questions (FAQs): Make a list of all the questions that you are usually asked about decorative concrete in a question and answer format. You should think of these ahead of time so they can be entered into the FAQ sections. These can also be added at any time in the future.

Shipping and handling charges and constraints if this applies

Warranty policies, Guarantees, etc.

True and believable testimonials (clients, industry figures, pros) ask them with quantifiable results ("I Love my new driveway.")

Endorsements from known sources

Photos of yourself, staff and location

Other

11) Photography Do you have any custom photography to be included on your web site? Do you own all the photography and have copyrights to all the images you are using? Remember to include copies of those.

I (the Client) own all copyrights or have legal authorization to use all applied images, media and text:

Yes

No

12) Links: List any existing websites you want linked in your site. These should be sites that are related to your site and not direct competitors. Sites should be those whose services you use or that provide service or information useful to your target audience. Sites that ~~link~~ link with each other may increase both businesses targeted traffic.

Example: If you are a specific dealer you might want a link to that dealer, or if you use certain products may want a link to their product (or put the product on your web site if that is allowed by your vendor).

List Links:

13) Company Contact Who is the contact to interview regarding the design of your company's website? What positions of responsibility do they hold? Who is a person that will be in charge of the website and has access to all the information that will be needed for the website?

Name:

Phone number

E-mail Address:

12) Budget: Do you have a budget? In order for us to know what we can offer you we need to know a realistic budget.

\$500

\$1000

\$2500

\$5000

\$7500

\$10,000

Other

Thank you for your time in thoroughly filling out the requested information. The more you provide, the better your website will be. WebVidco

I the Client have answered to the best of my ability:

Date

Name

Signature