

First step...



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Date: _____

Information supplied by: _____

Name of business: _____

Phone: _____ cell: _____

email: _____

Do you need a domain name? _____ name wanted if available: _____

Do you have an existing site? if so what is the domain name: _____

(If you want to keep your current hosting site eventually I will need: FTP host, host directory, login and password info.)

Who is your target audience? _____

About how many sections/pages do you think you will need? _____ (start list on back)

Can you provide a comprehensive outline? _____

Will you provide enough photos? _____ About how many do you think you will want to use? _____

Will I need to take additional photos for you or acquire any stock photos? _____

Do you have a logo? _____ what format(s)? _____ fonts: _____

Do you have any special colors or themes in mind? _____

Can you give me a list of the sites you like and why you like them? _____

Do you have any printed materials? (brochures etc.) _____

Will you be able provide in digital format (pref. email) all the text for site? _____ photos? _____

Do you want active rollovers for the menu bar? _____ Drop down menu items? _____

Do you want a splash/introductory page? _____ Do you want any animated gifs? _____

Do you visualize any other interactivity? Swap images? (no Flash) _____

Will you need any forms on your site? _____

Will you need a shopping cart or donation buttons? (may be limited to paypal) _____

What is your budget range? _____

Is there any else you would like me to know? _____