



WEB DESIGN WORKSHEET

DATE COMPANY NAME CONTACT NAME

NEW SITE SITE REDESIGN

E-MAIL ADDRESS

Do you have a registered domain name? Yes No

DOMAIN NAME OR DESIRED DOMAIN NAME

Do you have web hosting? Yes No

IF YES, NAME OF HOST

USER ID

PASSWORD

What is your budget for this project? _____

Target launch date? _____

How frequently do you anticipate making changes to you
site once it is launched?

How are you planning to maintain your site?

List several Web sites that you like and describe what you like about them and/or what features they
have that you would like to have implemented into your own Web site:

http:// _____

http:// _____

Comments: _____

Comments: _____

http:// _____

http:// _____

Comments: _____

Comments: _____

http:// _____

http:// _____

Comments: _____

Comments: _____

What color scheme did you have in mind for your Web site? _____

What are your reasons for wanting a Web site? What do you hope to accomplish by having a web site? What is its purpose?

Do you have photos to use on your web site? Yes No

(We can assist you in choosing royalty free stock photography from several vendors, or take digital photos for you if you are located in the Southeast Iowa area. Time spent choosing or taking photos is outside of the Web contract and will be billed at \$50 per hour.)

Note: photos, drawings, paintings, clip art, maps, etc., textual content from brochures etc. are protected under copyright law. It is your responsibility to make sure that you have been granted proper permission to use these on your Web site.

Decide on how many pages you would like to start out with. More pages can be added as your company grows.

- HOME PAGE** – This is the first page of your Web site and it is mandatory. It's also known as the index page. This is the most important page of your Web site as it is the front door to your site and will be the first impression that your visitors will have of you.
- CONTACT PAGE** – This is a page that contains information on how to contact you. Sometimes it contains a form for your visitors to fill out. It may also contain your address, phone number, fax number and e-mail addresses.
- ABOUT US PAGE** – This page contains information about you and/or your company. It can be company history, philosophy, credentials, or your resume. You may also want to put photos of your or your company here.
- LINKS PAGE** – This page contains a listing of links and resources that are relevant to your Web site and may be of interest to your visitors.
- TESTIMONIALS PAGE** – This page may contain letters of recommendation or testimonials that your clients have written for you.
- SERVICES/RATES PAGE** – This page contains a listing of your services or products and can also list your rates and prices.
- POLICY PAGE** – This page provides a clear definition of how you intend to use information collected from your site. It is important to include this page if you are planning on gathering information on your clients from your Web site.
- OTHER PAGE** – Briefly describe:

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What is the #1 key word or phrase that you think people would use to find your site on the search engines?

List any additional key words or phrases:

You must provide the copy you want included on your pages. To avoid unnecessary delays, we recommend that the majority of your copy writing be completed before the Web design process begins. You will need to have your copy in electronic format, preferably in MS Word format.

Use the space below during consultation to draw out an organizational chart for the web site: