

# WEBSITE CHECKLIST

## Tell Us About Your Company

By answering these questions, you will help us to understand your business better and enable us to be specific during the quoting, planning and design stages.

1. What is the goal of your website project? (e.g., branding/identity reinforcement, establish a strong internet presence, increase marketing and product branding, online sales)

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2. How many pages will your Website have approximately?

3. Do you have...

a) specific ideas about the way you want the site to look, or would you prefer to

b) hand over the full designing process to us? .....

4. Do you want people to be able to book online or buy something directly through the website?

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5. Will the site have contact forms? yes / no

6. Do you have any videos to use on the website? yes / no

7. Have you seen any sites that you particularly like?

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8. What is it about those sites that you like? Colours, layout, design?

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9. Please provide the links to 2 - 3 websites that appeal to you.

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10. Do you want a vertical or horizontal navigation bar? Or both? .....

11. Will you supply all art and copy digitally? yes / no

12. Do you want us to touch up any photos? (e.g. if they are too dark, colours are a bit too flat or have unwanted areas) yes / no

13. Do you have a logo (in digital form) yes / no

14. What are the main colours that you have in mind for your website: (leave blank if unsure or this is not important to you.)

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15. Do you have a tag line? yes / no

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16. Have you written the web copy (content) for the site? yes / no

17. Would you prefer our assistance in creating the web copy? yes / no

18. What are the menu items you would like to have (please list in order)

A hint: common items are: Home, Services, Products, Testimonials, Booking or Order Forms, Articles, Links, About us, Contact us

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|-----------|-----------|-----------|
| 1) .....  | 2) .....  | 3) .....  |
| 4) .....  | 5) .....  | 6) .....  |
| 7) .....  | 8) .....  | 9) .....  |
| 10) ..... | 11) ..... | 12) ..... |

19. Do you plan to use social media to attract visitors to your website? If yes, please list here:

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20. Are you interested in publishing a newsletter? yes / no

If so, would you like us to set up a template (Mail Chimp) yes / no

21. Are there any other requirements you need us to consider?

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