Website Information

Before work can begin on your website, we will need this form **along with all images, videos, and logos needed for your site**. Once we have this information, we'll get the website build put on our schedule. Please feel free to ask on Slack about any questions you're unsure about or schedule an appointment for one of our team members to help you.

**Client Name:**

**Date:**

**Business Name:**

**Business Address:**

**Business Phone Number:**

**What is the main thing you want to have happen when a person comes to your site? (This would be something like make a purchase, schedule an appointment, sign up for an email list, etc.):**

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**Is there a theme you'd like to incorporate into your website? (Please watch the video about themes if you haven't already.)**

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**Find four websites that you like. List the business’ name, URL, and the things you like and dislike about the website.**

| **Business Name** | **Business URL** | **Things you like/dislike** |
| --- | --- | --- |
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**Please describe the desired look of your website with a list of a few adjectives or short phrases.**

| **1.** |
| --- |
| **2.** |
| **3.** |

**List a few words that you want people to associate with your brand/company.**

| **1.** |
| --- |
| **2.** |
| **3.** |

**Do you have a slogan or tagline that clearly describes what you offer in terms of benefits or features?**

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**How much time will you be able to spend online, responding to inquiries that come in via your website? Once a day? Several hours a day?**

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**What basic pages do you envision on your website?**

| * Home * Contact Us * About Us * Directions | * Services * News * Bios * FAQs |
| --- | --- |

**What other features do you envision on your website?**

| * Search * Video * Testimonials * Newsletter * Image Gallery | * Upcoming Events * Portfolio * Shop * Online Payments * Blog |
| --- | --- |

**Are there any other pages/features that weren't listed above that you want on your site?**

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**Are you planning to do online sales? If so, what is the product, and how many items do you want to sell online?**

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**If you’re planning to sell online, are you set up to accept credit cards?**

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**Do you have any business images or videos that you would like to use on the site? (If yes, please add high-quality images to your Google Drive folder).**

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**Do you have legal permission to use any images or videos you have provided? Do any images or videos require attribution?**

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| --- |

**If you would like testimonials on your site, please paste them below:**

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**Please tell us the history of your business or something about how or why your business was created. (This will be used to create an About Us page).**

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**Do you have any special deadlines for the website? (Since we work on multiple websites and have many projects, we may not always be able to meet rush deadlines.)**

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**Do you have any additional comments or questions?**

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