



WEB SITE DESIGN WORKSHEET

COMPANY NAME: _____ DATE: _____
 CONTACT NAME: _____ TITLE: _____
 PHONE: _____ FAX: _____
 EMAIL: _____ WEB SITE ADDRESS: _____
 REFERRED BY: _____

Please answer the following questions prior to our phone consultation or meeting. This will help us to have a productive discussion and clearly define your business needs. It's OK to check more than one answer for most of the questions. To indicate your choice when editing within Word, simply replace the with an **X**. Please use one worksheet for each web site.

1. Which services do you require?

- | | | | |
|---------------------------------------|---|---|--|
| <input type="checkbox"/> New web site | <input type="checkbox"/> Web site redesign | <input type="checkbox"/> Web site maintenance | <input type="checkbox"/> Web hosting |
| <input type="checkbox"/> Domain name | <input type="checkbox"/> Multimedia project | <input type="checkbox"/> Flash animation | <input type="checkbox"/> Logo design |
| <input type="checkbox"/> Stationery | <input type="checkbox"/> Web traffic analysis | <input type="checkbox"/> Drive traffic to your site | <input type="checkbox"/> Email marketing |
| <input type="checkbox"/> Branding | <input type="checkbox"/> Strategic planning | <input type="checkbox"/> Other _____ | |

2. Which products or services does your company provide?

What is unique about your offerings or capabilities?

3. Who are your major competitors?

Please list their web site address below, and any other web sites which have features you like. Please indicate what you like and do not like about these sites.

| | | | |
|----------------|--------------------|--|----------------------------|
| <u>Company</u> | <u>Web address</u> | <u>I like these features of their site</u> | <u>Things I don't like</u> |
|----------------|--------------------|--|----------------------------|

4. Which parts of the country or world do you currently service, or would like to service?

- San Diego
 So. California
 California
 U.S.A.
 Worldwide
 Other _____

5. What is the purpose of your web site?

To receive a FREE consultation and estimate, please fax your completed worksheet to us at 858.484.6403,



- E-commerce
- Establish credibility
- Informational/educational
- Generate sales leads
- Customer service
- Other _____
- Online catalog/product selection
- Contact information/directions

6. What is the estimated number of pages for your site? ____ Please indicate the content you plan to include:

- Home
- About Us
- Contact Us
- Client List
- Other _____
- Services/Products
- Testimonials
- Shopping cart
- All of above
- Online Catalog
- Links/Resources

7. Please describe the desired "look and feel" for your site. How do you want your visitors to feel about your company and web site when they visit?

- Professional
- Corporate
- Other _____
- Fun
- Artistic
- Trustworthy
- Innovative
- High Tech
- Family friendly

8. Do you need Savvy Sites to provide you with graphics? Please describe:

9. Do you have an operational web site? If yes, what is the web address?

10. Do you have a domain name? If so, please list it:

Do you require additional domain names or aliases?

11. Do you have your own server?

- Please have Savvy Sites provide web hosting.

12. What is your target date for completing this project?

13. What is your estimated budget for this project?

- \$500 or less
- \$500-\$1000
- \$1,000-2000
- \$2,000-5000
- \$5,000-10,000
- > \$10,000

14. Who will be approving the designs, layouts and completed project?

15. When is normally the best time to reach you by phone? (e.g. Mondays from 8-10 am)

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