



## **Your Computer**

Is your computer a PC or a Macintosh? \_\_\_\_\_

What is your screen resolution: 600x800, 1024x768, or other? *(To find out screen resolution, on a PC, right-click your desktop, choose the Settings tab.)*

\_\_\_\_\_

Browser: Internet Explorer, Firefox, Safari, or other?

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What version is your browser? *(To find out version, open browser, and in top menus, go to Help > About Internet Explorer or Help > About Firefox, and check the version number.)*

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## **Existing Web Site**

If you have an existing web site, what is the URL?

\_\_\_\_\_

In what ways is this site falling short? What would you like to change, add or subtract?

## **Purpose and Goals for Web Site**

What are the purposes of this web site? Who is your target audience, and what will they be able to learn or do there?

## **Domain Names and Hosting**

Do you have a domain name or names registered? What are they?

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## **Text and Graphic Content**

Please make a list of planned site pages and/or groups of pages.

Do you have a company logo you're satisfied with and want to use? \_\_\_\_\_

Please describe any other graphic images (photos, illustrations, etc) you already possess which would be included on the web site? What is the approximate total number of graphics?

## **Design Style and Branding**

Is there a specific design style you wish to incorporate into the web site? If so, please describe it as well as you can.

## **Interactivity, E-commerce**

Will the site need a form allowing site visitors to contact you for information?

Will the site be selling anything? If so, please describe the type and number of products, and tell us as much as you can about how you'd like your shopping cart and checkout process to function.

Please tell us about any other interactive features you would like to incorporate.

**Animation/Audio/Video**

Do you plan to include animation, audio or video on your site? If so, please describe it.

**Future Maintenance Options**

We do not recommend that you work directly on your site using FrontPage or any other web design software.

We can maintain your web site, with fees based on time required. In some situations, this can be a cost-effective alternative. Are you interested in considering this type of maintenance? \_\_\_\_\_

**Time Frame and Budget**

What is your time frame for producing and launching the site?

Please give us a sense of your budget for the web site. If this is difficult, please at least provide a low and high figure.

**Search Engine Placement**

Are good rankings on search engines important for this web site? If so, please list the most important key words or key phrases which would be used to find you.

**Accessibility**

Are there any special requirements in regard to access for the disabled?

**Other Considerations**

Please tell us anything else we need to know about the planned web site.