



## Questionnaire – Website Design Services

Once you have completed this form, you can elect to fax it to 678-526-2690, email it to [janniece@eclick2business.com](mailto:janniece@eclick2business.com) or submit it at our initial consultation meeting.

### Corporate Identity / Corporate Information (for site development)

Company Name: \_\_\_\_\_

Company Tag Line: \_\_\_\_\_

Company Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Company Address: \_\_\_\_\_

Business Hours: \_\_\_\_\_

*(Hours of operation)* \_\_\_\_\_

My Contact: \_\_\_\_\_

### Company Related Question

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1. Do you have your domain address yet? Yes \_\_\_\_\_ No \_\_\_\_\_

2. If yes, what is the domain address; \_\_\_\_\_

3. Who is it registered with? (*GoDaddy, etc.*) \_\_\_\_\_

4. If not, what would you want your domain to be: \_\_\_\_\_

5. Name four (4) things that are most important about the design of your new website.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

6. Name three (3) things that are LEAST important to you in the design of your new website.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

7. Do you have any color preferences, existing brand colors, and / or colors you do not wish to include?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. Do Not Use: \_\_\_\_\_

8. What are some existing websites that appeal to you? Provide links if possible.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

**Additional Questions:**

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9. Do you want to be able to update the site on your own or would like it maintained for you?

Yes \_\_\_\_\_ No: Maintenance of site needed \_\_\_\_\_

10. Will you sell any products on take payments on the site? Yes \_\_\_\_\_ No \_\_\_\_\_
11. If so, do you have a PayPal Account? Yes \_\_\_\_\_ No \_\_\_\_\_
12. Do you have a logo? Yes \_\_\_\_\_ No \_\_\_\_\_
13. Do you have copy ready for the website pages? Yes \_\_\_\_\_ No \_\_\_\_\_
14. If no, do you need a copywriter? Yes \_\_\_\_\_ No \_\_\_\_\_
15. How many pages do you want your site to have? \_\_\_\_\_

16. What are the suggested tabs / names for those pages

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

17. What do you see as the main purpose of your site? (Education, Branding, Information, Sales, etc.)

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\_\_\_\_\_

\_\_\_\_\_

18. Briefly describe the services you are offering?

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\_\_\_\_\_

\_\_\_\_\_

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19. Do you have all the images you'd like included in your website? Yes \_\_\_\_\_ No \_\_\_\_\_

20. If so, do you own the images? Yes \_\_\_\_\_ No \_\_\_\_\_

21. If not, do you need a photographer to take specific images you'd like included on the site?  
Yes \_\_\_\_\_ No \_\_\_\_\_

22. What is your deadline or desired timeframe for the completion of your site?

Desired Completion Date: \_\_\_\_\_

**eClick2Business, Inc. is a Constant Contact Business Partner.** If you have a desire to use email marketing as a means to communicate with your customers, please let me know. We provide training to help make it easier.



**Billing Contact:**

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Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Your Signature: \_\_\_\_\_

Thank you for taking the time to fill out this questionnaire. It is meant to give us additional information needed in the design of your website.

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