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Preliminary Questionnaire

Web Design

Contact Information

Name: _____ Title: _____ Date: _____

Phone: _____ Cell Phone: _____ Fax: _____

Billing Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Name of person who will be in charge of the Website: _____ Phone: _____

Other Information:

Website Name/ Server

Do you have a domain name? If yes please give us the name: _____

If not, what would you like to name your web site? *(We will do a search to see if this web site name is available.)*

Choice #1 www. _____ Choice #2: www. _____

Choice #3 www. _____

Do you have an existing server contract? _____

Goals

What is the purpose of your web site? *(check all that apply)*

- Informational Provide downloadable information Promote your service Sell your service
 Promote your products Sell your products Other: _____

Please describe what you hope to achieve with your web site:

Keywords

Please list as many words and short phrases that best describes your product, service, business – words and phrases that people would most likely use to find your web site on the Internet:

Look & Feel

List web sites you think are most like the style or image you would like for your web site

Choice #1 www.

Choice #2: www.

Choice #3 www.

Choice #4: www.

Are there any colors you had in mind to incorporate into the site?

Artwork & Sound

Logo

Do you have a logo? Yes No

If 'Yes', can you provide your logo on disk or send it by e-mail? Yes No

If 'No', we can include the creation of the logo in our quote.

Photos

Do you have photos for your web site? Yes No

If 'Yes', can you provide these photos on disk or send them by e-mail? Yes No

NOTE: Quatro Design will provide stock photography and images to create the general look & feel of the site. Please note that these images will be provided with limited usage rights.

Graphics

Do you have any other graphics or artwork for your web site? Yes No

If 'Yes', can you provide these graphics on disk or send them by e-mail? Yes No

Animation

Would you like to have any animated graphics on your web site? Yes No

Brand & Target Audience:

List any important words that you want people to associate with your company image/brand:

Who is your target audience?

Where/how do people learn about your company/product/service(s)?

Website Languages

English

Spanish

Content/Features

Please check any pages/features you envision as part of your site. Please note that the actual names of the pages may be changed

Basic:

Home:

About (Us) Services Client List Contact Directions News FAQs Links Resources

Bio(s) Site Map Social Media

Special Features:

Flash Video Image Gallery Portfolio Illustration Testimonials Quotes Map Site Search

Newsletter Upcoming Events Online Payment Uploads Downloads

Database Solutions:

Calendar Articles Database Archive Database Create Account Login Shopping Cart Forum/Blog

Other: _____

When does your website need to be completed and made available to the public?

Will you want your site to be updated regularly?

Would you like us to update your site or would you like to be responsible for updates?

Would you like to be able to easily update your own content without any special software or HTML knowledge?