

Organization Information (May be used for publication)

Organization / Company Name

Existing URL / Web Address

Current E-Mail Address

Alternate or Associate E-Mail Address

Note: To reduce SPAM and Malware, e-mail addresses are not published on the web site. . A "**Contact Us**" page will deliver mail messages and forms to the organization at these addresses via 3rd party form processing.

Nature of the Organization

Services or Products offered.

Client Contact Information (Not for publication)

First

Last

Phone (Cell)

Phone (Office)

Fax

Mailing / Billing Address

Current E-Mail Address

Alternate or Associate E-Mail Address

Title / Role

Motto

Organization **Motto:** _____

Logo: **Yes** We have a logo.

Format: Print only TIFF EPS AI GIF Jpg BMap

Available from _____

Web Source, Graphics Department or IT Department

No Do not have a logo

Do not want a logo

Want a logo: Web only Web and Print (business cards, letterhead, marketing materials)

Image Ideas: Shape _____ Colors _____

Words or initials: _____

Convey message: _____

Content Development

Where can we find the content for these pages? _____

Describe your business: What product(s) and or service(s) do you offer? What do your customers like about your company products or services? Why should people seek your company out above others? What makes you better or unique? _____

Number of Pages:

___ Home ___ About Us ___ Contact Us ___ Helpful Links

_____ other specific pages

_____ other specific pages

_____ other specific pages

Affiliations

Do you or your business, subscribe to or belong to any national organizations, trade councils, business alliances or other consumer confidence building associations. Examples: Better Business Bureau, National Associations etc.

Are you an authorized dealer, service center or vendor of specific products with permission to use their artwork in advertising materials? (Additional art set up charges may apply if artwork is used.) **Links**

Are there other Internet pages you would like your page or site to link to?

http://www. _____

http://www. _____

Forms and Document Attachments

Email and forms processing will be handled via a 3rd party engine. For protection of your account.

___ Yes **FORMS**

We will want prospects and clients to fill out and submit forms and or applications securely via the web site.

___ Please co-ordinate the development of print and online forms for this business.

___ we already have our forms

___ Number of online forms to be developed or converted.

___ Yes **Attachments** Clients/ Customers will need to be able to attach and upload documents to us securely.

Other Design Considerations

Preferred or least preferred colors images, shapes or designs. _____

Web Sites of competitors or other businesses which you like _____

Photos or other artwork to be used. _____

Main Competitors

Key words for Web searchers to find you. _____

SEO Search Engine Optimization is not implied in original design costs. Being visible in the top pages of a Google, Bing or Yahoo search result is a very expensive game and a moving target. SEO takes 4-6 months and many stringent requirements. It is billed separately from web development or maintenance.

Receiving Revenue Online

Online Payments. Do you want to accept online payments? Please research your options.

<https://www.bigcommerce.com/blog/how-to-accept-credit-card-payments-online/>

___ Yes we expect to take online payments for services.

Payment gateways, platforms _____

Merchant's Bank or financial Institution _____

___ **E-Commerce** Yes we expect to sell items online and will need Catalog and Shopping cart support.