

Organization Information *(May be used for publication)*

Organization / Company Name Existing URL / Web Address

Street Address / Location

Phone (Office) Fax Days / Hours of Operation

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Client Contact Information *(Not for publication)*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

Domain Registration Information *Domain is the Web / Internet address your business uses or will use.*

Already Have Domain

<u>Item</u>	<u>Data</u>
URL	www.
Domain Registrar Company	
Name Server 1	
Name Server 2	
Access URL	
User Name	
Password	

Domain Registration Information *I do not have a web address*

Your Domain or web address is one of two web page components. Hosting is the other. Your Domain or URL It is the address of your website. The most common pages end in **.com** (commerce) Many common names are taken. If you are building a commercial business, it is strongly recommended to creatively find and use a **.com** address if at all possible. **.org** or **.net** addresses often get mis-typed as **.com** when that happens you risk losing business or connections. **.org** is generally used for non-profits and social or religious organizations. Starshine Design can help you search for short usable **.com** or other addresses for your new web site.

Need Domain

<u>Item</u>	<u>Data</u>
Desired URLs	
Registrant Name	
Registrant Organization	
Street	
Street	
City	
State	
Postal Code	
Country	
Phone	
Fax	
E-mail	
Administrator Email	
Technical Email	

Your domain will be registered to your organization. Starshine Design.com always registers domains with a Privacy feature to cloak this data from malicious use. Your organizations Administrator and Registrant e-mail addresses will be employed. They are only accessed by your Domain Name service provider. Technical contact will be set up as Starshine Design.com for the duration of service.

Domain Hosting Information

Domain Hosting is where your actual web page content is stored and served up. Starshine Design.com tries to sync hosting and domain name billing, so they are paid once at the same time each year, or every 2 years if you choose. We host on our own virtual server space in conjunction with Verio Hosting. We also build Mobile friendly sites using Wix servers. Design software includes Photoshop, Adobe Acrobat, Cognito Forms service, hand coding, Wix proprietary, Dreamweaver HTML coding, and we also service WordPress site hosting.

Already Have Hosting

<u>Item</u>	<u>Data</u>
URL	www.
Domain Hosting Company	
Hosting Access Domain	
User Name	
Password	

Business e-Mail Information

If you are launching a new business or organization, serious thought should be given to your e-mail address for this venture. Free services such as @yahoo.com @outlook.com or @gmail.com are popular. However, it is harder to acquire names that will best represent you. While your email address will not appear on your web site (*We use "Contact Us" forms to insulate you from SPAM and Malware*)...you will want something professional on your stationary and business cards. Because printing and Web go hand-in-hand this is the time to make these choices.

About G-Suite for your e-Mail

The prevailing #1 option in 2018 is offered through Google G-Suite. Myname@mybusiness.com as an example. It simply looks professional. G-Suite offers each custom email address for \$5. per month. G-Suite offers 30GB of space in Google Drive and Gmail so you can store, access and share files from any device and keep your emails indefinitely. You can be logged into multiple accounts at once. Collaborate more quickly and efficiently using integrated online calendars, online documents with real-time editing, and video conferencing. Starshine Design.com endorses G-mail and G-Suite as the most stable and reliable business e-Mail address and service.