

Current Website Status

Do you currently have a website? Yes ___ No ___

If yes, what is the URL?

If not, how soon would you like to have a website?

Is there a pending deadline? Yes ___ No ___

Describe your organization and industry. (Including number employees, what you sell, services provided, large competitors, current advertising methods, how you get new customers, etc.)

Does your company have a logo? ___ If YES, please provide a copy of your logo in either one of the following formats: .jpg, .ai, and .eps. If NO, would you like BOB TECHNOLOGY CONSULTATION to professionally design your company logo for you? Yes ___ No ___

What is your company's color scheme?

Do you have a Company Slogan that you would like use on your website?

Describe the information you have in digital format that you would like included in the site. (logo, company graphics, text, databases, pictures of products, staff, buildings, etc.)

What are the goals of this web project? (check all that apply)

Brochure Informational E-commerce/Direct Sales Customer Service Direct Services

Would you like an Intro (splash) page on your website? Yes ___ No ___

- Please describe what type of animation you would like to see on your intro page.

Do you want music* to play on your website? Yes ___ No ___

*All music tracks/samples are protected under international copyright laws and regulations. These music tracks/samples cannot be used commercially unless specified in writing by the copyright's owner/holder. If YES, please provide the music CD or the MP3 file(s) for the specific track(s).



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Please select the any/all adjective(s) that describe your company/company's website:

- a. Casual ___ b. Classy ___ c. Colorful ___ d. Corporate ___ e. Formal ___
f. Fun ___ g. High Tech ___ h. Informative ___ i. Retro ___
j. other _____

Are there some websites that you particularly like? Name them below and describe why.

Total number of pages (links) requested (Intro Page will count as a page): _____

Please specify the title of each page (link):

1 _____	2 _____
3 _____	4 _____
5 _____	6 _____
7 _____	8 _____
9 _____	10 _____
11 _____	12 _____
13 _____	14 _____
15 _____	16 _____

Please include the content for each page specified (i.e. text, photos, etc) You may attach it to this document.

Will your site require any third party software? Yes ___ No ___

Would you like a contact form to capture a customer's information? Yes ___ No ___

Would you like any web add ins like: counter, calendar, IM, MP3 player, mortgage calculator, guestbook, etc on your website? List below.

Would you like to add Google analytics to your website? Yes ___ No ___

If yes, please create a Google analytics account and send us the username and password

USER NAME:

PASSWORD:

Would you like BOB TECHNOLOGY CONSULTATION to host your website? Yes ___ No ___



DESIGN CONSULTATION FORM

If you would like BOB TECHNOLOGY CONSULTATION to host your website please provide us with the email addresses you would like.

Where did you purchase your domain name from? What is the username and password?

USER NAME:

PASSWORD:

Will you need continued updates on your website? Would you like BOB TECHNOLOGY CONSULTATION to sign you up for a monthly maintenance plan? (Additional fees applicable)

Yes ___ No ___

What will the nature of the maintenance/updates/new content additions be?

What features do you think your current customers would like?

What features do you think your prospective customers would like?

What special function requirements are necessary?

If selling products, how many do you anticipate selling online?

What is the approximate budget for this project?



DESIGN CONSULTATION FORM

Are there any other special requests?

Note that these sheets will be used to design your website. Please fill out this form as detailed as possible. Once this form is filled out and signed, the client will not be allowed to deviate from the concept/preferences from what is described below. If the client wishes to deviate from the concept/preferences, client will be charge fees accordingly. This is only done for the progress of the client's website. Of course there can be flexibility on a case by case basis.

This agreement constitutes understanding and agreement of all parties. No changes or modifications accepted. A new agreement must be signed.

The agreed upon prices, specifications and conditions are satisfactory and are hereby accepted. I hereby acknowledge that I am authorized to enter into this transaction on behalf of the entity named below:

Corporate Name as Registered in State of Domicile

Address

City, State & Zip Code

Telephone #

E-mail

Authorized Representative's Name (Printed)

Authorized Representative's Title/Position (Printed)

Authorized Representative's Signature

Date