

CLIENT NEEDS ANALYSIS

CLIENT INFORMATION:

COMPANY NAME:

CONTACT PERSON:

POSITION:

ADDRESS:

PHONE #:

FAX #:

EMAIL:

WHAT IS THE PRIMARY FUNCTION OF YOUR COMPANY?

WEB SITE INFORMATION:

WHAT WILL BE THE PRIMARY FUNCTION OF YOUR WEBSITE?

HOW SOON DO YOU NEED YOUR WEBSITE READY FOR POSTING?

ON AVERAGE WE CAN COMPLETE A WEBSITE IN 7 TO 10 BUSINESS DAYS, WILL YOU NEED YOUR WEBSITE READY FOR POSTING BEFORE THAT?

DO YOU HAVE AN IDEA WHAT YOUR WEBSITE SHOULD LOOK LIKE? IF YES, CAN YOU PROVIDE US WITH A ROUGH SKETCH?

HAVE YOU RECENTLY SEEN A WEBSITE(S) THAT YOU LIKE THE LOOKS OF (COLOR, FORMAT, ETC.)? IF YES, CAN YOU PROVIDE THE URL TO THE SITE(S).

DO YOU HAVE A COMPANY LOGO? DO YOU HAVE IT IN SOFT COPY FORMAT? (I.E. JPG, GIF, WMF, OR BMP FORMAT)

WOULD YOU LIKE US TO PROVIDE YOU WITH A LOGO?

DO YOU HAVE OTHER GRAPHICS/PICTURES YOU'D LIKE ON YOUR SITE? DO YOU HAVE SOFT COPIES OF ANY GRAPHICS/PICTURES YOU'D LIKE TO USE?

DO YOU HAVE PREFORMATTED CONTENT YOU WANT ON YOUR SITE? DO YOU HAVE SOFT COPIES OF ANY CONTENT YOU'D LIKE TO USE? (I.E. TXT, DOC, OR PDF FORMAT)

DO YOU HAVE HARD COPIES OF ANY CONTENT OR GRAPHICS/PICTURES YOU'D LIKE TO USE? (I.E. BROCHURE, PUBLICATIONS, LETTERHEAD, OR PHOTOGRAPHS)

WOULD YOU LIKE US TO TAKE PHOTOGRAHS FOR YOU? (THIS IS NOT ALWAYS POSSIBLE, BUT WE WILL ACCOMMODATE WHEN EVER FEASIBLE)

PLEASE LET US KNOW WHAT COLOR YOU'D LIKE TO USE FOR:

TEXT:

BACKGROUND:

HEADERS*:

FOOTERS*:

ALTERNATE TEXT*:

BORDERS*:

LINKS*:

*(IF YOU ARE UNSURE OF THE COLORS YOU'D LIKE TO USE WE WILL USE A COLOR SCHEME BASED ON THE TEXT AND BACKGROUND COLORS YOU HAVE CHOSEN. THESE COLORS CAN BE CHANGED AT FINAL REVIEW)

WITH ALL BUT OUR SINGLE PAGE SITE WE PROVIDE A HOME PAGE, CONTACT PAGE, AND CUSTOMER FEEDBACK FORM. PLEASE OUTLINE ANY OTHER PAGES YOU'D LIKE INCLUDED IN YOUR SITE.

WILL YOU NEED YOUR SITE TO BE UPDATED OR MAINTAINED? WEEKLY, MONTHLY, ANNUALLY?

WOULD YOU LIKE US TO CONTACT YOU ABOUT OUR WEBSITE MAINTENANCE PROGRAMS?

WEBSITE HOSTING:

DO YOU HAVE AN EXISTING DOMAIN NAME? IF YES, PLEASE PROVIDE YOUR DOMAIN.

DO YOU HAVE A CURRENT WEBSITE? IF YES, PLEASE PROVIDE THE URL.

DO YOU HAVE A CURRENT WEBSITE HOST? IF YES, WHO?

WOULD YOU LIKE US TO PROVIDE YOUR WEBSITE AND EMAIL HOSTING?

WOULD YOU LIKE US TO CONTACT YOU ABOUT OUR WEBSITE HOSTING SERVICES?

COMMENTS AND QUESTIONS:

PLEASE FEEL FREE TO PROVIDE US WITH YOUR COMMENTS AND/OR QUESTIONS BELOW.