

Client Information Worksheet

Company Colors: (likes/dislikes)
Font style: (i.e. block lettering, no cursive)
Backgrounds: (textured, colors, image)
Navigation preferences: (i.e. buttons, drop-down)
Own logo? (Send in .jpg, .jpeg, or .gif; around 740 pix long x 40-75 pixels tall)
Images? (Send in .jpg, .jpeg, or .gif @ around 100x100 pixels for thumbnails; if you want a pop-up image that is larger, you need to send two images, one smaller and the other around 480x620 or there about. If you have a ton of images, then you can either put them on a CD or we can take our jump drive to you and download the images onto that).
How Many? _____
General Theme, Concept, Vision of Website:
Email address:
Contact information you want on website:
How may pages:
Titles/Headings for pages/navigation:
Description of each title would be helpful:
Services Offered/Products Sold:
Prices:
Links/Resources (external) including the URL (if using their logo, permission to use it on their site).
Business License on website?
Background/history info/resume (.PDF or WORD)
Content for each page (especially front page)-send in WORD document, already edited, etc.
Mission Statement?
Copyright on anything?
Interested in a newsletter, Blog, or newsreader?
PayPal: we will need your PayPal Merchant account information. You need to set it up so that you can have multiple users, but with limited access. We need to access your account to set-up the buttons/shopping cart.
Domain Name?
Hosting Provider? (Need account access on a limited basis; any uploading information the host service provided to you at registration, such as passwords, usernames, specifications, etc.)
If you do not have either, you need to purchase these services. We can assist you with that as an additional service. Please wait to purchase this until we have spoken. (Various hosting service providers: Bizland; GoDaddy; Webmasters.com; POWWEB.com; bluehost.com; earthlink.com; webhosting.com; networksolutions.com; HostMonster.com; MyDomain.com)