

www.charlesrichard.info

+91 9894443344

Tell me about your project.

Please fill out this PDF with as much information you can provide and e-mail it back to me.

The Basics:

Name :

Position / Title :

Company / Organization :

E-mail :

Telephone :

Location :

Website (if you have one) :

Do you currently have webhosting? if so, where? :

Who will be the contact person for this project and what will be the turnaround time?

Are there any legal issues I need to consider?

Do you own the rights to all materials to be included on the website? Yes No Don't Know

Briefly describe your company and goals :

Let's get into detail about this project.

Details:

What is the primary purpose of the site?
e.g. To make a sale, get an inquiry, provide information.

What does your website need to achieve? traffic, sales, response rates, leads generated, reputation?

Is there an end date the project needs to be completed?
(e.g. tradeshow, product launch, end of year budget.)

How often will your site be updated?

Who will be responsible for updating the site, or would you like me to update it?

Name two or three primary competitive sites & their web addresses. Please comment on the strengths and weaknesses of these sites:

How do you want your website to differ from that of your competitors?

www.charlesrichard.info

+91 9894443344

What Pages/Features do you want on the site?

Basic Pages :

- Home / Index
- Contact (us)
- About (us)
- Products / Services
- Pricelists
- FAQ
- News
- Bios
- Testimonials
- Image and Media gallery
- Events
- Portfolio
- Map / Directions
- Privacy Policy
- Job Posting

Special Features :

- Search
- Newsletter SignUp
- Downloads / Uploads
- Calender
- Statistics
- Feedback / Contact Form
- Members only section
- Optimization for mobile
- Audio
- Advertising
- Basic SEO(recommended)

Other required Pages/ Ideas/ Features:

Interactive Features :

- User Registration & Management
- Shopping Cart / e-commerce
- Forum
- Blog
- RSS Feeds
- Image Sliders (recommended)

Audience:

Target Audience - Who is the website aimed at?
(e.g. Young people looking to buy music)

www.charlesrichard.info

+91 9894443344

When people visit your site
what will they be doing?

- Purchase a product or service
- Join your organization

To contact you by:

- email
- Contact / Feedback Form
- Request more information
- To participate in a discussion
- Join your mailing list
- To attend your event
- Share your content - social media

Others :

Search Engines:

List the top five search terms
(words or short phrases) that
people will use to find your
website.

List additional key words
and phrases:

Social Media and external services:

Do you have a social media strategy? Yes No Don't Know

Please list the website addresses of the social media and other external websites linked to this project (e.g. facebook, twitter, google+, youtube,etc.,)

Are you planning on integrating further social media and other external websites/services? Please list them.

Design Brief:

*Please share any ideas you have about the design.
If you have any existing material please forward it also.*

Do you have a logo that you would like to use on your Web site? Yes No No, but I am interested to design

Do you have a style guide or other corporate requirements? Yes No Don't Know

Do you have certain colors/color schemes that you would like to incorporate in your website?

What colors do you NOT want to see ?

What website design styles do you like?

#1:www.

Why?

#2:www.

Why?

#3:www.

Why?

Describe the style for your website look and design:

- | | |
|--|--|
| <input type="checkbox"/> Approachable | <input type="checkbox"/> Modern |
| <input type="checkbox"/> Corporate | <input type="checkbox"/> Natural/Organic |
| <input type="checkbox"/> Authoritative | <input type="checkbox"/> Playful |
| <input type="checkbox"/> Credible/Expert | <input type="checkbox"/> Sophisticated |
| <input type="checkbox"/> Elegant | <input type="checkbox"/> Caring |
| <input type="checkbox"/> Fresh | <input type="checkbox"/> Humble |
| <input type="checkbox"/> Funky | <input type="checkbox"/> Prestigious |
| <input type="checkbox"/> Stylish | <input type="checkbox"/> Slick |
| <input type="checkbox"/> Helpful | |
| <input type="checkbox"/> Simple/Clean | |
| <input type="checkbox"/> High-tech | |

Include any additional ideas about your site.

In number of pages, how many templates will you need?

Have you considered your Navigation Structure (top level and sub pages)?
(Horizontal or Vertical navigation? Static / Dynamic Menu, Number of levels?)

Is the content already created for this site? If not, how soon do you anticipate having it ready?

What types of content will be on your website – e.g. text, images, audio and their current format – e.g. digitised, hard copy?

Do you already have wireframes ready on how you see the layout of the site?(if not don't worry I can help you with that too. However if you have, it can help me in giving you a better price quote for this project.)

Yes

No

Additional Comments:

I've tried to keep this Client Questionnaire as general as possible, but every project is unique. Here is your chance to add any extra information you think will be helpful.

Do you want a copyright statement at the bottom of your pages (recommended)? Yes No

Thank You!

Thank you for your effort and time. Please save this document and mail it to me. Please allow me a few days to respond. Thank you.