



Website Design & Development Firm

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Client Information:

Name: _____

Date: ____/____/____

Email: _____

Company Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Please tell us about your Business:

Tell us the purpose of your current website:

To serve as a brochure card/online brochure so people can locate us offline

To encourage people to ask for more information about our company, and to provide contact info such as an email address or phone number

To display our catalog of products/ services so our clients can order via email or postal mail

To promote online sales of products and services connected to a bank (merchant account) or third-party service for credit card acceptance

To showcase my portfolio for my art, crafts, music or other talents that I have

Other: Please specify as much information as possible in the box below

Site Analysis:

Are you in need of a re-design? Yes ___ No ___

Do you have your web hosting account information? i.e. username, password? Yes ___ No ___

Is this website for Business or Personal Use? Business ___ | Personal ___

Do you need your website files to be transferred to another hosting company? Yes ___ No ___

Do you have access to your current web site files, logos and graphics? Yes ___ No ___

Are you happy with your current web designer? Yes ___ No ___

If you have an existing website, what is the address? _____

If your site is currently live, who hosts the site? _____

Do you wish to add more interactivity to your site? Yes ___ No ___

a) What are your reasons for a redesign?

b) What do you want your website to do?

e) Do you want a contact form on your site or other forms? Yes ___ | No ___

f) Do you need an image gallery, video, animation or other multi-media content on your site?

Yes ___ | No ___

g) Do you want a Blog or other regularly updated content? Yes ___ | No ___

h) Would you like a search engine on your site so users can easily locate content? Yes ___ | No ___

i) Would you like your visitors to be able to sign-up for accounts? Yes ___ | No ___

To give us a general idea, is there a website that has the look you want for your re-design? If so, please provide us with the link (web address).

http://_____

c) What is it about this design that you like?

d) Which color scheme does your current website have? Do you want to keep these colors?

Which Website Style would you prefer? (check all that apply)

- Traditional Corporate
- Simple, only a few graphics
- Hi-Tech, Lots of Graphics
- Colorful, light mood
- Dark colors, Mysterious mood
- Humorous
- Casual
- Service Oriented

Select the type of page layout you want

- Home Page
- Services/Products Page
- About Us Page
- Contact Us Page
- Blog Page
- Image Gallery Page
- Events Page
- Links Page
- FAQ Page
- Additional Pages (Explain type below)

How many pages does your current website have? _____

Would you require any additional pages for your website? If so, how many?

- 1-5 Pages
- 5-10 Pages
- 10-15 Pages
- 15-20 Pages
- 20-30 Pages
- 30-40 Pages
- 40-50 Pages

Which services do you need from Alnisa Designs™?

- Web Site Design
- Content Development or Editing
- Database Development
- Logo Design/Logo Branding
- Graphic Creation/Flash Animation
- Web Hosting (Securing website space on a server)
- New Web Hosting (moving files to a different server)
- Marketing (basic and deluxe packages)
- Site Maintenance/Website Revamping
- Search Engine Submission/Meta Tag Formatting
- Domain Name Registration (Registration of Web Address)
- Domain Transfers, Nameservers Changed, Change of Domain Ownership
- Web Email Accounts created
- E-Commerce Solutions/Shopping Cart Technology
- Paypal Buttons for products

- Google Checkout Shopping Cart
- Digital Services (eReader Book creation for Apple's iPad, Amazon's Kindle etc.)

Extras for your website: (check all that apply)

- Forms – to gather feedback from your site visitors
- Auto Responders – gives instant responses to e-mail inquiries
- Extra-email addresses – monitor information from specific departments

Site Elements

Please check all that apply to your website. If you are unsure about something, place a "?" next to that element.

<input type="checkbox"/> Email Access <input type="checkbox"/> e-book or PDF Downloads <input type="checkbox"/> FAQ (Frequently Asked Questions) <input type="checkbox"/> Site Map (A must on large sites) <input type="checkbox"/> Articles, Reports, Writings, Manuals <input type="checkbox"/> Contests, Giveaways, Coupons <input type="checkbox"/> Banner Ads <input type="checkbox"/> Special or Limited Time Offers <input type="checkbox"/> Shopping Cart (e-commerce) <input type="checkbox"/> Accept Credit Cards <input type="checkbox"/> Secure Server <input type="checkbox"/> Custom Scripting <input type="checkbox"/> Custom Graphics/Logo Creation <input type="checkbox"/> Digital Photography	<input type="checkbox"/> Site Search <input type="checkbox"/> Surveys or questionnaires <input type="checkbox"/> Specialized Calculators <input type="checkbox"/> Facebook or Twitter Link <input type="checkbox"/> Facebook Like Button <input type="checkbox"/> Streaming Media <input type="checkbox"/> Membership/Login Area <input type="checkbox"/> Chat <input type="checkbox"/> Blog <input type="checkbox"/> Press Releases/News <input type="checkbox"/> Games <input type="checkbox"/> Forms (ex. Contact Forms) <input type="checkbox"/> Background Music Insertion <input type="checkbox"/> Search Engine Submission	<input type="checkbox"/> Newsletter/ Mailing List <input type="checkbox"/> Audio/ Sound <input type="checkbox"/> Art, Photo or Graphics Gallery <input type="checkbox"/> Dynamic Image Gallery <input type="checkbox"/> Image Index Carousel <input type="checkbox"/> Customer Feedback <input type="checkbox"/> Online Product Catalogs <input type="checkbox"/> Automatic news or article feeds <input type="checkbox"/> Flash Video Movies <input type="checkbox"/> Flash Animation (Intros) <input type="checkbox"/> Directory/ Database <input type="checkbox"/> Newsletter Archives <input type="checkbox"/> Other (Please Explain below) <input type="checkbox"/> Photo Enhancement
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Marketing

Would you like for us to undertake promotion of your site to promote and optimize for search engines?
 Yes No Not Sure

Google Site Description:

Please write a carefully constructed 25-word sentence containing the most important keywords describing your business website.

Timing and Maintenance

What is your estimated launch date? _____

How often do you want or will you need to make updates to your site? _____

Is there someone who will be responsible for the updates? Yes | No

Are there any factors surrounding this deadline, i.e. crucial elements, timeline concerns?

Site Specifications

What is your budget for this project?

Do you have any images, art, illustrations, photographs that can be used for this website?

Yes ___ | No ___

If not, will digital photos have to be taken for the layout of this website? Yes ___ | No ___

Will web copy (supplied text) be supplied to us for this website?

Yes ___ | No ___

If not, will you need Alnisa Designs to provide the web copy for this website? Yes ___ | No ___

Will you need Image Scanning Services?

Yes ___ | No ___

Which audience do you want your website to target?

Do you have anything you would like to add? Questions? Comments?

NOTES:

Was website properly meta-tag formatted? _____

Was website indexed in search engines? _____