



Web Development Questionnaire
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Contact Information

Company Name:	Address:
Contact Person:	City:
Phone:	State:
Email:	Zip Code:

Domain Name

Do you have a Domain Name?	<input type="checkbox"/> No <input type="checkbox"/> Yes	www.
If no, list the top three choices for your domain.		
1. www.		
2. www.		
3. www.		

Website Design

	Do you have an existing web site and need hosting only?
	Do you have a design, which just needs to be formatted into a web site?
	Do you need a custom graphical interface for the homepage including buttons, custom graphics and/or logo, standard background and text?
	Do you need two or more designs to choose from?
	Would you like us to provide hosting service to you?
	Will you need email service? If yes, list the email addresses you would like (yourname@yourdomain.com).

Design Preferences

Please list addresses for websites you like or dislike and list the reasons why (please specify elements / features).	
www.	
www.	
www.	

Please list addresses for your competition's websites.	
www.	
www.	
www.	

What colors would you like to dominate your site? <input type="checkbox"/> Light <input type="checkbox"/> Dark
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Logo

	Does your company have a logo?
	If yes, can you provide the logo in digital format?
	If no, would you like us to design a logo for you?

Content – A page is defined as 350 words or less with 1 graphic and appropriate links.

	How many pages will you supply in Word or other electronic media?
	How many pages will you supply not in digital format?
	How many pages of copywriting do you need?

Graphic Features

	How many graphics/photographs are in digital form?		How many are formatted for the web.
	How many photographs or images need to be scanned and formatted?		
	How many stock photographs need to be integrated?		
	How many stock photos need to be researched and purchased?		
	How many mouse-over buttons?		

Forms

	How many standard feedback forms? (up to 12 fields)
	How many standard feedback forms? (up to 13 – 25 fields)
	How many standard feedback forms? (up to 26+ fields)
	Do you need the results data based?
	Do you need a CAPTCHA added?
	Do you need a thank you page (opens in a small popup window)

Content Management (Content Management System (CMS) enables you to add / edit / delete specific content on your website.)

	How many pages will require CMS?
	How many of the CMS pages would you like the information to download to MS Access/Excel?
	Do you want the ability to upload photos?

Flash

	Would you like a Flash menu?		
	Would you like a Flash Banner?		How many frames?
	Would you like a Flash intro page?		

Photo Gallery

	Would you like a Flash photo gallery?
	Would you like the ability to upload photos to the photo gallery?
	Do you require more than one photo gallery?

Search Engine Optimization

	Would you like your website to be submitted to the major search engines (Google, Bing, Yahoo)?
	Would you like an optimization assessment?
	Would you like an optimization package?

Project Goals and Expectations

	What is the most important purpose of your website?
	How do you intend to market your website?
	Do you have a specific target market?
	What is your budget for this project?

Other Features

List the required pages for your website

Home Page	
About Us	
Services	
Contact Us	
Other Pages	

Other Comments