The purpose of this worksheet is to help us determine the scope of the project and how we can best meet your needs in the development and design of your web site. Your quote will be based on the accuracy of the information given below.

web site project worksheet

__ complete   __ re-design   __ additional

Company:	
Billing Address:	City/State/Zip
Contact Person:	Phone: ( )
E-mail address:	Fax: ( )
Domain Name:	Site URL:
Who is responsible for updating this site?	
Do you have a registered domain name: Y N	Hosting: __ in house __ virtual domain
Is your site currently under contract with another designer or developer? Y N Referral:	
Do you own exclusive copyright on all materials on your site? Y N Any Exceptions?	
Hosting Company:	Platform: Win UNIX FPSE Support? Y N
Hosting Company URL:	

1. What is the purpose of your site?

2. What are your objectives?

3. How many pages will you require?

4. What additional functions/services does your site need? (*requires host support)

__ contact form* __ feedback form* __ guestbook* __ forum* __ poll* __ survey* __ calendar*	__ Flash animation* __ image gallery __ video* __ graphic/logo design __ search function* __ password protected area* __ subweb*	__ database* __ e-commerce* __ meta tags __ submission service __ maintenance __ consultation __ other

5. What method of e-mail transport is being utilized on your server?

6. Do you have a color scheme or layout preference?

7. Can you furnish company copyrighted graphics, photos and text copy to be included?

8. Please list up to 3 URL's of your competitors or other sites you admire:

9. What is the budget you have for this project?   __ less than 5k   __ 5-10k   __ 10-15k   __ 15-20k

10. Do you have a deadline for this project?   __ no deadline   __ 1 month   __ 3 months   __ 6months

Estimated size of this project: __ small   __ medium   __ large   __ extensive

Additional comments and/or special considerations: