

WEBSITE BY LISA
CHECK LIST FOR INFORMATIONAL WEBSITES

Name: _____ Phone Number _____

1 What is your Legal Company Name? _____

2 What is your message? _____

3 Who do you want to reach? _____

4 How are we going to receive information from you?

email _____

fax _____

CD (list format) _____

US Mail _____

Fed X _____

5 For local companies: Will you need us to take photos? _____

6 Do you have a company Logo? _____

If yes you need to provide it to us by: Hard Copy, Email or CD (no faxes)

How will you provide logo?: _____

(We can create a logo for you at an additional one time cost) _____

Create Logo? _____

Logo Preferences: _____

7 Do you need a directon map to your facility? (no charge) _____

(mapquest)

8 Do you want Royalty Free Music or Videos? (no Charge) _____

9 Do you want a reply/request for information form? (no charge for standard form)

yes/no _____

If yes: provide the reply email address:

email _____

10 Do you want a "Flash Technology"? yes/no _____

11 Do you want a PHOTO slide show? yes/no _____

12 Estimated number of pages? _____

Please read FYI below

EXAMPLE: Page Headings: Example: Home Page

- About Us
- Services
- Contact Us
- Other:

* FYI

The number of web pages isn't necessarily the same as the number of Page Headings or Navigational Bars. This depends on how many linking/hidden pages your require. Example: If we link to another page in your site that is not a Page Heading, such as linking for further details, or if we link to a PDF file, a form for your customer to print. You would count the linking pages or files as an additional web page. Linking within the Heading pages is not an additional page.

13 List your Page Heading Titles: _____

 (These can be changed
 it just gives us an idea
 of what you might want) _____

14 List your Color Prefences? _____

 (These can be changed
 it just gives us an idea of
 your likes/dislikes) _____

15 Colors you do not want? _____

16 How often do you feel updates will be made? Weekly _____
 Monthly _____
 (please list) Other: _____

17 Domain Name Request 1 _____
 (list 4 starting with 1st choice) 2 _____
 Ex: www.joestv.com 3 _____
 4 _____

18 Keywords: This is how search engines recognize your website.
 List Keywords: Keywords can be added to each page.

Your price includes being submitted to Yahoo, Google and MSN Search Engines.

- 19 Domain Name: _____ Cost: _____
- 20 Setup Fee: _____ Cost: _____
- 21 Estimated # of Pages: _____ Cost: _____
- 22 Add Ons: _____ Cost: _____

Estimated Website Cost: _____

- 23 Base Hosting Package: _____ Cost _____
- 24 Update Package: _____ Cost _____

Estimated Monthly Cost: _____