



# WEBSPACE DESIGNS

## Pre-Production Worksheet

### Contact Information

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/ST/ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Current web address/addresses: \_\_\_\_\_

### Domain Names

Do you have your domain name registered? Yes / No

Are you currently hosting your web address? Yes / No

Do you have access to the account to make changes? Yes / No / Don't Know

### Type of Website Project

- Build a new website
- Rebuild/Redesign an existing website
- Begin maintenance/update content for an existing website

### Graphics/Design Production

Do you have a company logo? Yes / No

If yes, do you have a copy of your logo in digital format? Yes / No

Do you have printed materials (i.e., stationery/business cards, etc.) Yes / No

Do you want to create printed materials based on your website project? Yes / No

## **eCommerce**

Will you be selling tangible goods? Yes/No

Will you be selling software/songs/downloadable goods? Yes / No

Approximately how many products will you be selling? [     ]

Which of the following steps have you completed?

- DBA (fictitious name statement)
- Business checking account
- PayPal account
- Merchant account with gateway
- eBay account

## **Hosting/Email**

- I will set up my own website hosting / I need help setting up my website hosting
- I will set up and configure my own email accounts / I need help setting up my email accounts

## **Features (check all that apply) you think you want:**

- I want to update my own pages
- Articles
- Message boards/forums
- Tell a friend
- Newsletter database / subscribe & unsubscribe
- FAQ's
- Testimonials
- Private/Password-protected area(s)
- Donations
- Calendars/Event Listings
- Contact or other Interactive Forms

## Advertising/Search Engines

Would you like our site to be found on major search engines? Yes / No

What three phrases would you like to be found for? (ex: "rubber duck")

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Have you allocated budget for online website promotion?

Yes / No / Don't Know Yet

Do you plan on using email campaigns to attract and keep customers? Yes / No

Three websites that might compete with you:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Three websites that you really like (design, feature, color, ease of use, etc.):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Notes & Ideas:**

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**Please fax to us at (818) 347-6450 or bring to our first meeting – thank you!**