

## Contact Information

Please fill in the fields below as you would like them to appear online.

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

Full address \_\_\_\_\_

Full name \_\_\_\_\_ Email \_\_\_\_\_

Phone (office) \_\_\_\_\_ Phone (cell) \_\_\_\_\_

Hours of operation \_\_\_\_\_

## Package Selection

Basic  Premium  e-Commerce

## Domain Hosting & Registrar

Please provide your registrar login details, if applicable. Ex. Go Daddy

User name \_\_\_\_\_ Password \_\_\_\_\_

Please provide your hosting login details, if different from your registrar.

User name \_\_\_\_\_ Password \_\_\_\_\_

Would you like us to setup your domain and hosting? Yes  No

Do you have a domain name? Yes  No  Please specify \_\_\_\_\_

## Email Account

Please provide a link and login details, if applicable. Ex. Go Daddy

Link \_\_\_\_\_ User name \_\_\_\_\_ Password \_\_\_\_\_

Would you like us to create a company email for you? Yes  No

## Social Media

Please add the links to any social media accounts that you would like on your website below. Ex. LinkedIn, Facebook, Google+, Twitter, Pinterest

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# Homepage

**Please tell us which sections you would like on your homepage.**

Our Process  About Us  Services  Products   
Testimonials  Contact  Our Team  Registration   
Pricing  Phone number  Email address  Business address

# About

**Please describe your company in approximately 200 words.**

Ex. Explain how it all started, what you love about it, what makes it unique.

**What makes your company unique and stand out among the crowd?  
Provide headings and supporting descriptions.**

Heading \_\_\_\_\_

Unique feature 1 \_\_\_\_\_

Heading \_\_\_\_\_

Unique feature 2 \_\_\_\_\_

Heading \_\_\_\_\_

Unique feature 3 \_\_\_\_\_

# About

## Please provide up to three testimonials. (highly recommended)

Ex. Provide each person's full name, credential, company and testimonial.

Name \_\_\_\_\_ Credential \_\_\_\_ Company \_\_\_\_\_

Testimonial 1 \_\_\_\_\_

Name \_\_\_\_\_ Credential \_\_\_\_ Company \_\_\_\_\_

Testimonial 2 \_\_\_\_\_

Name \_\_\_\_\_ Credential \_\_\_\_ Company \_\_\_\_\_

Testimonial 3 \_\_\_\_\_

## Would you like to showcase your team? (highly recommended)

Ex. Provide each person's full name, title, and brief job description. Please email each members' heashot image to us, along with additional members.

Full name \_\_\_\_\_

Title \_\_\_\_\_

Job description \_\_\_\_\_

Full name \_\_\_\_\_

Title \_\_\_\_\_

Job description \_\_\_\_\_

Full name \_\_\_\_\_

Title \_\_\_\_\_

Job description \_\_\_\_\_

Full name \_\_\_\_\_

Title \_\_\_\_\_

Job description \_\_\_\_\_

Full name \_\_\_\_\_

Title \_\_\_\_\_

Job description \_\_\_\_\_

Full name \_\_\_\_\_

Title \_\_\_\_\_

Job description \_\_\_\_\_

# Services

**Please describe your top four services, if applicable.**

Ex. Nine by Nine Design offers free 24/7 support and a call back service.

**Provide headings and supporting descriptions.**

Heading \_\_\_\_\_

Service 1

Heading \_\_\_\_\_

Service 2

Heading \_\_\_\_\_

Service 3

Heading \_\_\_\_\_

Service 4

# Services

**In four steps, describe your sales process with a title and description.**

Please make each step simple and have value to customers, showing why they should order from you. (most important part of your website)

Ex. Nine by Nine Design's sales process:

1. Offer free consultation & evaluation
2. Produce effective desktop and mobile-friendly website
3. Optimize website for higher Google rankings; increase viewer ratings
4. Offer ongoing 24/7 support

## Step 1

Title \_\_\_\_\_

Description \_\_\_\_\_

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## Step 2

Title \_\_\_\_\_

Description \_\_\_\_\_

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## Step 3

Title \_\_\_\_\_

Description \_\_\_\_\_

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## Step 4

Title \_\_\_\_\_

Description \_\_\_\_\_

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# Design Input

Please fill in the fields below.

What type of design are you looking for? New  Revised

What do you expect to see in your design?

Mainly Images & Colours  Mainly Text  Balanced Images & Text

What type of look and feel you want? Ex. Simple, busy, professional, fun

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Please post a minimum of 5-10 of your favorite **image IDs** from 123RF.com.

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Describe your customer base in terms of age, gender, education, income.

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Please provide a link of a website you love. \_\_\_\_\_

Tell us what you love about it. \_\_\_\_\_

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Share your project vision and creative ideas with us.

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Do you have any files to send us? (Photos, content, etc.) Yes  No

Do you have brand guidelines files to send us? Yes  No

Explain any key guidelines in terms of logo, color, font, style usage or rules

What else would you like to see in your design?