

# Website client information sheet

Print this sheet off and use it to analyse your business website/web page needs.

1) Name \_\_\_\_\_

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

Address \_\_\_\_\_

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

2) Name of business \_\_\_\_\_

Address of business \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Primary phone number \_\_\_\_\_

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

Do you want a business email address? \_\_\_\_\_

3) Do you have a domain name? if so what is it.

\_\_\_\_\_

Do you have a web server? if so who?

\_\_\_\_\_

We will need your usernames and passwords for both to transfer over the web site.

domain username \_\_\_\_\_

password \_\_\_\_\_

server username \_\_\_\_\_

password \_\_\_\_\_

If you are unsure of the answers for question 3 - we can discuss this later.

4) Type of business or organisation

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5) Key words to describe business (these are the words used by the search engines to find your site)

Part of our monthly retainer and web development costs will include key word research for search engine optimization

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6) Niche or special focus of business (what makes you special: price, quality, superior service etc.)

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7) Business hours of operation    Monday \_\_\_\_\_ Tuesday \_\_\_\_\_  
Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_  
Saturday \_\_\_\_\_ Sunday \_\_\_\_\_  
Closed on which holidays? Christmas \_\_\_\_\_ Easter \_\_\_\_\_ Thanksgiving \_\_\_\_\_  
All statutory holidays \_\_\_\_\_  
other holidays or special time off?

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8) Do you have any businesses you work with that we could contact for back links?  
Back links are a button or link from someone else's web site that directs them to your websites  
(ie: <http://intonetmarketing.com/>) Please include website address:

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9) What is your main goal for the site (informative, sales, internet presence, etc.)

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10) Do you want us to create the script for the web site?    Yes/No \_\_\_\_\_  
Choosing the best words to describe your business, qualify your customers and help the search engines rank you correctly is VERY critical.

Most pages need approximately 300 words for the search engine ranking and search engine optimization. If you want us to write script, please provide information or sources where we can learn about your business.

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11) What are you prepared to budget for maintaining and updating your web site.

Remember the more you budget the faster we can increase your pages ranking with search engines. Our minimum is \$250 per month.

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12) Are there any other services that you might require? (promo video creation, video spokespersons, QR codes, in store promotional products, etc.)

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13) Do you require monthly access to the website to make personal, time sensitive changes from time to time?

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14) Is there a website/websites you particularly like that would guide us in designing a web site that suits your tastes/business needs/niche market?

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15) Your comments, thoughts, ideas of what you feel your website should portray to your customer:

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