

PORT CITY PORTLAND MAINE INTERNET CONSULTING AND WEB DESIGN CLIENT FORM

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Client Questionnaire

We expect one half of the agreed on contracted price for your web development before the start of your site development, and the second half at the deadline (**or at the time of completion if it is before the deadline**).

If you are unsure about any of these questions do not worry. We are here to help you through any of these questions that might confuse you.

- 1) In one or two sentences describe the services that you offer through your business.
- 2) Use six one or two word phrases to describe these services.
- 3) Who are your competitors, where are their websites and what opinion do you have about their websites?
- 4) What lifestyle, point of view, culture and/or attitude does your company represent or identity with? i.e. What specific kind of user is the most important for you to impress with your website?
- 5) What sets your company apart from your competitors?
- 6) Name some things that a potential client will get with your company, that **none** of your competitors can offer?
- 7) How could we make your new site more useful than your competitors' sites?
- 8) What are some specific results you want to achieve with your website?
- 9) Do you have any guidelines for web styling? e.g. fonts, colors, images, video and/or logos.
- 10) Do you need any portions of your site that users can interact with or be informed about, eg. online event/seminar registration, feedback/contact forms, driving directions, newsletter sign-up, calendars, blog, bulletin board, etc.
- 11) Will you need to have your website updated on a regular basis?

12) Would you like to be able to update some elements of your site yourself? If so, we can implement the following software for you: <http://www.interspire.com/webedit/> . This software is placed on your web server and will cost you \$179.00. We get no commission from this software. You would purchase the software then we would install it. **We recommend this software to all our clients if they wish to update their own sites.**

13) How many different web links will you need on your home page? e.g. home, mission, about us, areas of expertise, what's new, office, contact, etc.

14) Do you have the text, photographs, logos, videos and or pdf's that will be used on your website?

- If yes, please supply all text in word format or rich text format, and all images and logos in high resolution.
- If not, we will discuss this with you.

15) What other website styles do you like so I can get a feel for your aesthetic sense? Go to <http://www.webbyawards.com/webbys> for some ideas.

16) Do you need a domain name?

- If yes, what domain name would you like?
- If not, what is your domain name and who is your registrar?

Comment: Your registrar would be a company like Network Solutions, Go Daddy, etc. **Make sure you have access to your username and password of your registrar.**

17) Do you have a web hosting company?

- If so, who? What is your ftp address, your username and your password?
- If not, we recommend Siteground at siteground.com.

18) Do you want a new web hosting company if it can give you more features, easier access for another web master and services for less money than you are currently paying?

19) Do you plan on using any supporting media, e.g. Magazines, Radio, TV, Newspapers, and or Seminars, which will advertise your website?

20) What is your budget for this project?

21) When do want your site:

a) started: _____ b) finished: _____