Company Name	Please fill company name here
Date	Please fill date here
Contact person	Please fill contact person here

Tell me a brief about your company or your business?

Please give me a brief overview of the company, what you do or produce?

Are there Branding elements??

Logo, fonts, colors.

Do you have a domain name?

Yes or No.

Do you have a hosting?

Yes or No.

Is there a specific look and feel that you have in mind?

Yes or No.

Websites of your closest competition:

1. write the link
2. write the link
3. write the link

Websites that you may like:

1. write the link
2. write the link

What is the purpose of this site?

This section should include an overview of what the general purpose and goal of the web site for example:

- Explain your products and services
- Bring in new clients to your business
- Provide your customers with information on a certain subject
- Deliver news or calendar of events
- Create a blog that addresses specific topics or interests
- Sell a product or products online
- Provide support for current clients

What is your target market?

Who will visit this site? Describe your potential clients. Young, old, demographics etc.

What action(s) should the user perform when visiting your site?

- Call you
- Fill out a contact form
- Fill out a quote form
- Sign up for your mailing list
- Search for information
- Purchase a product(s)

What is your website content and pages?

What are you offering? Make a list of all the sections/pages you think that you'll need. (Samples below are just an example to get you started, please fill this out completely.)

Page	Content Notes
Home	
Contact Us	Form needed?

Do you have the written content and images/photographs prepared for these pages?
If not, will you need copywriting and photography services?

Will there be sections that need regular updating?

Yes or No, if yes which ones?

Are there any features/pages that you don't need now but may want in the future?

Please be as specific and future thinking as possible.