



WestCoast Treasures cdrom "Web Site Planning Worksheet"

The World Wide Web is a Magnet to todays' consumers. If your business is not online, valued clients will not find you. We believe your business no matter what size, should be ONLINE for the expanding market.

This web-site planning worksheet is to be used in conjunction with the "Contract". Please contact us for any assistance you require. This form will help us better understand how to begin creating your web-site. We offer free consultation prior to contract signing. There is no obligation or payment required and your privacy is guaranteed.

Your Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company Name & Address \_\_\_\_\_ Please include postal code

Your position with Company: \_\_\_\_\_

Your Province: \_\_\_\_\_ Your City: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Please include area code

Best time to contact you \_\_\_\_\_

Give us an idea of your business requirements - design services:

Web Site Design \_\_\_\_\_ Web Maintenance to an existing web site \_\_\_\_\_ Upgrade \_\_\_\_\_

Web maintenance: Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Occasionally \_\_\_\_\_

What design package are you interested in: Gold \_\_\_\_\_ Silver \_\_\_\_\_ Orange \_\_\_\_\_

Other \_\_\_\_\_

How soon would you like your new Web site to be completed?

ASAP \_\_\_\_\_ 1 week \_\_\_\_\_ 2 weeks \_\_\_\_\_ 1 month \_\_\_\_\_ 3 months \_\_\_\_\_

Do you require us to register your domain name \_\_\_\_\_

What name would you like to give your Web-Site? \_\_\_\_\_

Example: www.mycompanyname.com .ca, .org, .net .bus

Do you require us to:

Set up an IP address Yes \_\_\_\_\_ No \_\_\_\_\_ E-mail accounts(s) \_\_\_\_\_ locate a server \_\_\_\_\_

How many e-mail addresses would best suit the purpose of your business? 1 2 5 10 more than 10.

Company Brief description: \_\_\_\_\_

How many years has your business been operating? 1 2 3 4 5 5-10 10-15 20+ (Please circle one)

Does your business have the following:

Registered Business Name Yes \_\_\_\_\_ No \_\_\_\_\_ Established Company Logo Yes \_\_\_\_\_ No \_\_\_\_\_

Letterhead Yes \_\_\_\_\_ No \_\_\_\_\_ Business Cards Yes \_\_\_\_\_ No \_\_\_\_\_

Do you wish/require us to create any of the above \_\_\_\_\_



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What would like your Web site to include:

Complex form(s) Yes \_\_\_\_\_ No \_\_\_\_\_

A simple form to collect basic information such as a Guest book or Feed back form? Yes \_\_\_\_ Or both a complex and simple Both \_\_\_\_\_ No form(s) is required \_\_\_\_\_

Does your business have existing photos that can be placed on the Web site?

All photos will be supplied \_\_\_\_\_ Some photos supplied \_\_\_\_\_ No photos are available \_\_\_\_\_

Photos supplied via e-mail \_\_\_\_\_ Other \_\_\_\_\_ 3½ disk - cdrom

Your business can enjoy a very cost effective revenue boost by placing your new web site with a Google Ad Campaign for example. It's extremely cost effective because you only pay when an interested customer goes directly to your web site - and you decide the exact price you want to pay for each customer that goes to your web site, starting at 8 cents per customer.

Yes \_\_ No \_\_ Undecided \_\_\_\_\_

Does your business have pre-written content detailing the information for your new web-site?

All of the content will be supplied \_\_\_\_\_ Most content will be supplied \_\_\_\_\_

Content supplied via e-mail \_\_\_\_\_ Other \_\_\_\_\_ 3½ disk - cdrom

Some basic content will be supplied \_\_\_\_\_ No content is available \_\_\_\_\_

If you have questions or additional information, enter it in the space below (optional):

Please be sure all areas are completed before faxing to us.

The undersigned agrees to the terms of this agreement on behalf of his or her organization or business.

On behalf of the

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

On behalf of WestCoast Treasures cdrom:

\_\_\_\_\_

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

Additional Notes:

Once we begin the design of your business on-line, we promise to proceed in a timely manner. We will submit to you via e-mail or a link via e-mail to on-line files our design progress. We ask our clients to help us in the setup by setting deadlines for the content/imagery and once we submit a design, the design approval or modification itself.