

Tanya Beaudoin - Web Designer

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www.officeondemand.ca info@officeondemand.ca

WEBSITE QUESTIONNAIRE

I would appreciate if you would take a few moments and complete this questionnaire. The questionnaire will help me to better evaluate your needs and preferences. The more detailed you are, the better I can serve you and the more accurate my proposal will be. Completed questionnaires can be emailed to info@officeondemand.ca or faxed to 1-705-432-2589

CLIENT PROFILE

Business/Client Name: _____ Date: _____
Contact Person: _____ Phone: _____
Mailing Address: _____
City: _____ State/Province: _____ Zip /Postal Code: _____
Country: _____ Fax: _____
Email: _____

DOMAIN & HOSTING

Is this a: New design re-design

If a new site, have you registered a domain name for your site? Yes No

If so, what is it?

Do you currently have a web hosting provider? Yes No

If so, please provide the following contact information for your provider:

Provider Company Name: _____

FTP: _____

Username: _____ Password: _____

If no, would you like us to arrange Web Hosting? Yes No

BUSINESS PROFILE & COMPETITON

Tell us about the nature of your business.

What is the estimated time frame for completion of the project?



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Business Competitors' Names and Websites:

Of your competitors' sites, which ones do you like and why? Which do you dislike and why?

WEB ELEMENTS

Please indicate all web page elements that you will want to include on your web site. If you anticipate that you will require more than one page for a particular element please indicate the number of pages beside the element (For example, If you require a separate page for each service you offer - indicate the number of services.)

- | | | |
|--|---|---|
| <input type="checkbox"/> Welcome/Main Page | <input type="checkbox"/> Splash – Opening Page | <input type="checkbox"/> Members-only Area |
| <input type="checkbox"/> Links or Affiliates Page | <input type="checkbox"/> Staff Page | <input type="checkbox"/> Contact me/us |
| <input type="checkbox"/> Newsletters with Archives | <input type="checkbox"/> Promotions/Specials | <input type="checkbox"/> Locations/directions |
| <input type="checkbox"/> Mission Statement | <input type="checkbox"/> Articles | <input type="checkbox"/> Benefits |
| <input type="checkbox"/> Career Opportunities | <input type="checkbox"/> Services | <input type="checkbox"/> Products |
| <input type="checkbox"/> Site Map | <input type="checkbox"/> Awards and recognition | <input type="checkbox"/> Workshops/Seminars |
| <input type="checkbox"/> On-line registration | <input type="checkbox"/> Policies & procedures | <input type="checkbox"/> On-line catalog |
| <input type="checkbox"/> Portfolio/Gallery | <input type="checkbox"/> Team/Department Info | <input type="checkbox"/> Privacy Policy |
| <input type="checkbox"/> Secure Shopping Cart | <input type="checkbox"/> Speaking engagements | <input type="checkbox"/> Schedule of events |
| <input type="checkbox"/> Testimonials | <input type="checkbox"/> Bulletin Board/Forum | <input type="checkbox"/> Media - Audio/Video |
| <input type="checkbox"/> PR/News releases | <input type="checkbox"/> Database | <input type="checkbox"/> Animation/Flash |
| <input type="checkbox"/> Terms | <input type="checkbox"/> Pricing/Rates | <input type="checkbox"/> FAQ's |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Other: | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Other: | <input type="checkbox"/> Other: |
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STYLE & DESIGN

Describe your colour preferences? Do you have company/organization colours? What are your colour preferences? (Earth tones, Vibrant, Pastel, Contrasting?)

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What kind of image would you like to portray? (Conservative, very corporate, fun and playful, edgy and trendy, bright and colourful, artistic and non-linear, minimalist)

Please list a couple addresses for websites that you like the look of and briefly describe why you like them. These sites may or may not be industry related.

Please list a couple addresses for websites that you **DO NOT** like the look of and briefly describe why you do not like them. These sites may or may not be industry related.

Do you currently have a corporate logo and/or corporate image that you want to incorporate into the web site?

Yes No

If you do have a logo, is it available to us in a high quality digital format (.JPG, .GIF, .TIF)?

Yes, available in digital No, must be scanned

If you do not have a logo, would you like us to create one for you?

Yes No

Do you have photos you want included ?

Yes No

If so, are they available in high quality digital format (.JPG, .GIF, .TIF, etc.)?

Yes, available in digital No, must be scanned Both

Approximately how many photos? _____

Do you already have existing printed items (brochures, catalogs, business cards)? If so, would you like to continue the same font, style, logo and colors? (If you do want us to use such items, please forward these items to us.)

Describe the look and feel you would like for your navigational structure (menu), if you have a preference.

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**WEBSITE
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FUNCTIONALITY

Tell us what you want this website to accomplish? (Attract clients? Sell products and services? Provide useful free information? Be a resource for others? Promote a business idea, charity or association?)

Do you require e-commerce functions such as: a client registration or other database; secure product order forms; on-line catalogue of products? Please provide as much detail as possible about your requirements.

Are you able to provide the content (text portion) of the site to Office on Demand in *electronic format* or will you require someone to write your content?

Please provide us with any other details that will help us in evaluating your needs:

