



Store Planning Worksheet

This worksheet enhances communication between T&S and our clients. It a written record of our mutually agreed upon plan for the website store. This must be used with a website planning worksheet.

Organization Name _____

1. Shopping Cart Software

Which of the following shopping cart options do you think will best fit your needs?

_____ Normal HTML Pages

A list-only page (or pages) with the option to pay via a third-party provider (like PayPal or 2CheckOut) can be created at no additional charge. This type of feature counts as a normal page within our design packages and is a popular feature.

This option is good for smaller stores with less than 50 products.

_____ Zen Cart

E-commerce software that makes more complex listing and inventory needs simpler. Thousands of items may be offered and inventory is automatically calculated and updated. Additionally, your customer can register once and make future purchases with ease.

This option is good for larger stores with normal product structure.

_____ Custom Software Solution

For clients whose products don't fit the mold, we offer this option that reflects that individuality. We can develop an e-commerce solution to fit any business's needs.

2. Number of Products

How many products (separate SKU numbers) do you plan for your store? (there is an additional charge per product entered if we enter the products for you) If you know exactly how many, fill in the last option. Otherwise, fill in one of the ranges.

_____ 1-100 _____ 101-250 _____ 251-500 _____ 500-1000

_____ Over 1000 (approx _____ products)

_____ There will be exactly _____ products.

3. Product Options

Will your products have multiple options? (Color, size, etc. in a drop down menu. Up to five per product included in cost)

_____ Yes _____ No

If Yes, what is the average number of options per product? (a product with two color options and three size options would have five total options)

Approximately _____ options per product.

4. Type of Sale and Logging In

Generally, businesses are either retail, wholesale, or both. This can affect whether or not your customer needs to log into your site. (This part does not apply to Normal HTML Pages)

_____ Retail (sale to end user)

_____ Mandatory log in

_____ Optional log in

_____ Wholesale, business-to-business (to resellers, manufacturers, etc.)

_____ Log in to view products (additional cost)

_____ Log in to buy products

_____ Optional log in

_____ Desire to do both (additional cost)

_____ Same product list, only prices differ

_____ Two different product lists

5. Product Photos

What is the maximum number of photos an individual product will need?

Will you need professional photography through us? (additional cost)

_____ Yes _____ No

If no, will your photos be digital or require scanning? (scanning costs extra)

_____ Digital _____ Will need to be scanned

6. Manufacturers

Will you need to indicate the manufacturer of individual products? (no additional charge)

_____ Yes _____ No

7. Categories

How many categories will you need? (This can be an approximation, but please give as good a guess as possible. This should include any subcategories.)

Please list the main (or top level) categories below. If you have more than will fit, or any subcategories, attach a sheet with the additional categories, or list them in Additional Information at the end of this worksheet

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ All the categories are listed above

_____ Additional categories are attached or listed in Additional Information

8. Payment Methods

The availability of these options varies depending on the shopping cart software used. Zen Cart comes with the PayPal payment method included. Additional methods can be added at additional cost.

_____ PayPal (third-party payment processor)

_____ Normal _____ Express

_____ 2Checkout (third-party payment processor)

_____ Authorize.net (payment gateway used by many merchant accounts)

_____ Google Check Out (third-party payment processor)

_____ Check/Money Order

_____ Cash on Delivery

_____ Other (may incur additional charges) _____

9. Shipping

The availability of these options varies depending on the Shopping Cart Software used. Zen Cart comes with one shipping method included. Additional methods can be added at additional cost.

- Flat Rate (the same shipping charge for all orders)
 - Per Item (the same shipping charge per each item)
 - Table Rate (up to 25 lbs is \$10, up to 50 lbs is \$50, etc.)
 - based on total weight of order
 - based on total price of order
 - UPS (based on weight)
 - FedEx (based on weight)
 - United States Postal Service (based on weight)
 - Other (subject to custom programming fees)
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10. Sales Tax

Will you need sales tax calculated? Note that you should **not** have your payment processor calculate this unless you're using Normal HTML Pages.

Yes No

State	Percent Sales Tax
<hr/>	<hr/> %

11. Customer Information

In addition to standard information, you can also collect other information from customers. The availability of these options varies depending on the shopping cart software used. These may be subject to custom programming fees.

Gender Date of Birth Company

Other (subject to custom programming fees)

12. Other Information

Include any additional information here. Attach additional sheets of paper if this is not enough room, and indicate here that they are attached.

On behalf of my organization I approve this plan which I have developed with T&S Web Design to construct the store section of a website. If a contract is signed in addition to this worksheet, T&S Web Design is authorized to use this worksheet as the basis of that part of the project.

Client Signature _____

Printed Name _____

Date _____