



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?

_____ **PayPal Cart**

A simple solution with the option to pay via third-party provider PayPal. This solution does not keep track of inventory and is a no-frills solution.

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

_____ **Shopping 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.

2. 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

3. 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.

4. 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.

5. Product Photos

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

Will your photos be digital or require scanning? (scanning costs extra)

- Digital
 Will need to be scanned

6. Payment Methods

The availability of these options varies depending on the shopping cart software used. The first three payment method is included. Additional methods can be added at additional cost.

- PayPal (third-party payment processor)
 Normal
 Express
 Google Check Out (third-party payment processor)
 Authorize.net (payment gateway used by many merchant accounts)
 Payment Express
 Check/Money Order
 Cash on Delivery
 Other (may incur additional charges) _____

7. Shipping

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

- PayPal's options (**only option available for PayPal Cart**)
 - 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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8. Sales Tax

Will you need sales tax calculated? Note that if you use a PayPal cart, this should be set up on their website.

Yes No

State	Percent Sales Tax
_____	_____ %

9. 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)

10. 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 design a logo. 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 project.

Client Signature _____

Printed Name _____

Date _____