

Date: _____

Abbrv: _____

Website Planning Worksheet

This worksheet is designed to enhance communication between T&S Web Design and our clients. It provides a written record of our mutually agreed upon plan for the website.

CONTACT INFORMATION

Organization Name: _____

Current URL: _____ Non-Profit (Y/N): _____

Street: _____ City: _____ State: _____ Zip: _____

Office: _____ Fax: _____ Cell: _____

Contact Name: _____

Birthday: _____ E-mail: _____

WHAT YOU'RE GETTING

Website

Premium Standard Starter Mobile Conversion

Other Design

Logo Business Card Letterhead Envelopes

Web Development *May require a separate worksheet*

Blog Plugin SEO* Custom Programming E-Commerce*

Hosting *(1 free year of Starter starts at the launch of your website)*

Premium (800 MB) Standard (600 MB) Starter (400 MB)

Other

Emails to setup when site is launched (i.e. joe@yourdomain.com, and/or info@yourdomain.com):

WEBSITE DETAILS

Title of Site. *The name will appear in the header graphic on every page.*

Is there a tagline? _____

Purpose. *What is the overall goal of your website? Your website's mission statement, so to speak.*

Given the sections and pages listed, how many pages will your site require? All site packages include 1-10 pages.

_____ 1-10 (included) _____ 11-20 _____ Over 20 (Approximately _____)

Site Organization. *Please label sections and pages you desire (Welcome, About Us, Contact, etc.).*

**A Blog is included with the cost and is in addition to the 10 included pages.*

1 _____ 6 _____ 11 _____

2 _____ 7 _____ 12 _____

3 _____ 8 _____ 13 _____

4 _____ 9 _____ 14 _____

5 _____ 10 _____ 15 _____

We will send you a "content suggestion sheet" to organize your pages and content.

Contact Form. What e-mail address(es) do you want your contact form results sent to?

E-mail Address(es) _____

Questions:

Do you have any trademarks, service marks or disclaimers? (If so, please provide us with a list exactly as you wish it to appear.)

_____ Yes _____ No

May we include an unobtrusive link at the bottom of the web pages that reads something along the lines of "Website by T&S Web Design"?

_____ Yes _____ No

What, if any, contact information would you like to include at the bottom of every page? i.e. physical address, phone numbers, e-mail, etc.

Domain Name. The domain name will be the URL or address, similar to www.yourcompany.com. This must not be already owned by anyone else. You may check the availability of your domain name at Go Daddy (godaddy.com).

_____ Desired _____ Already Registered _____

Alternate Domain Names

Website Maintenance. For an extra monthly charge, we can maintain and update your website. This includes work on your site, design and content changes, routine checking of links, images and downloads. We have different packages for your needs. Would this interest you in the future?

_____ Yes _____ No

HOW IT WILL LOOK

Colors. What colors do you want on your site?

Logo. Can you send an electronic version?

Photos. You must own the copyright to, or have permission from the copyright owner to use any photos and / or graphics you send us. Please check the option(s) below you wish to use.

Photos you supply (print or digital)

Stock Photos (obtained by us)

Professional Photography by T&S Web Design

Design Preferences. We would like to understand what style you want to portray on your website. List some websites that you like

URL _____

Likes/Dislikes _____

URL _____

Likes/Dislikes _____

URL _____

Likes/Dislikes _____

URL _____

Likes/Dislikes _____

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 a website. If an agreement 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 _____