



**CLIENTS REQUIREMENTS**

**BUSINESS PROFILE**

**WHAT IS THE DOMAIN NAME CALLED?**

1. http://www.....

2. http://www.....

3. http://www.....

**CLIENTS PROJECT OBJECTIVES**

(1 line descriptions)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**DETAILED DESCRIPTION OF CLIENTS PROJECT REQUIREMENTS:**  
(Internet, intranet or extranet website)

[Empty text area for detailed description of client requirements]

The above is a true statement of project aims and is subject to the full completion of the pre-installation questionnaire, a client meeting to discuss the final objectives and to the sharing of pertinent information regarding to previous computer maintenance history. Please refer to provision of information in the terms and conditions.

	<b>General Questions &amp; Answers</b>	<b>YES</b>	<b>NO</b>	<b>DON'T KNOWN</b>
<b>1.</b>	Do you currently use a web design company to manage your website?			
<b>2.</b>	Do you have a personal email account? (i.e. joe@hotmail.co.uk)			
<b>3.</b>	Do you currently use your domain name to send & receive business emails?			
<b>4.</b>	Where do store all your business emails, on ISP webmail account / locally on your pc?			
<b>5.</b>	Is there any automated enquiry form on your web site, which is used to process customer information via your website?			
<b>6.</b>	How do you store / back-up important database / data files generated from your website?			
<b>7.</b>	When was the website files or database last back up?			
<b>8.</b>	Are there any manual business processes you would like to automate via your website?			
<b>9.</b>	When was the domain last registered?			
<b>10.</b>	Does the business website, currently have a bureau /merchant account to accept credit or debit cards payments?			
<b>11.</b>	Does your organisation have a company website strategy with a defined requirements specification?			
<b>12.</b>	What is the business timescales for website project delivery?			
<b>13.</b>	Does the business have a fixed budget to achieve your objectives?			
<b>14.</b>	Would company consider an ongoing, 12 months website support contract?			

### Basic Website Content Plan

Have you considered what information the web page will contain:

Here is a list of some examples:

Page Name	Sample Content	Page Layout
1 - Homepage		
2. Product / Services		
3. Your Choice		
4. Your Choice		
5. Shop		
6. FAQs		
7. Contact Us		
8. Contact us (Thank you page)		



	<b>WEBSITE MARKETING TIPS GENERAL QUESTIONS &amp; ANSWERS</b>	<b>YES</b>	<b>NO</b>	<b>DON'T KNOWN</b>
<b>1.</b>	Are prepared to use keyword marketing on the search engines to promote your product or service ?			
<b>2.</b>	Would you like to subscribe to the to a bulk email and newsletter service so your business can send regular newsletters ?			
<b>3.</b>	Are you interested in further information about SEO Search Engine Optimisation ?			
<b>4.</b>	List about 6 -12 potential keywords which describe the website ?			
<b>5.</b>	Write a brief description which the search engines can use to in its search results ?			
<b>6.</b>	Are there any specific colours, images or fonts you would like on the website ?			

**WEBSITES YOU LIKE**

Are there any websites you like the aesthetics look and feel :

- 1. <http://www.....>
- 2. <http://www.....>
- 3. <http://www.....>

**COMPETITORS WEBSITES**

Who are your main business competitors web address:

- 1. <http://www.....>
- 2. <http://www.....>
- 3. <http://www.....>



**CUSTOMER PLANNED PROJECT TASKS AND ESTIMATED TIMESCALES FOR PROJECT DELIVERY**

**NOTE:**

1. Please note ask the client if there are any important task which Webcomz Limited needs to be aware of in order to achieve a successful completion of the project.
2. The client can attempt to add a project task where appropriate.

Ref	Project Task Description	Estimated Task Start Date	Estimated Task Finish Date
1			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			



**EXTRA NOTES: website layout format or any further details**

A large, empty rectangular box with a thin black border, intended for providing extra notes or details regarding the website layout format.

**CONTACT DETAILS:**

**FULL NAME:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**MOBILE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**TEL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_