



## Website Design Checklist

*The following checklist is intended to facilitate getting you an accurate estimate for your project. You will be required to have all of the items on this checklist prior to booking your project with us.*

- 1. Do you have a domain name?** If not, we can assist you with getting one. If you do have a domain name, please let us know what it is and what company it is registered through.
- 2. Do you have website hosting?** If not, we can also assist you with getting that. If you do have web hosting, please supply us with the host name (ie. BlueHost, GoDaddy, etc).
- 3. Do you have a logo?** Generally the design will revolve around your logo (aka branding). If you need a logo we should work on that project first. Please visit <http://www.design-formare.com/start-here/> to complete the logo design checklist.
- 4. Do you have a tagline** that will need to be included?
- 5. Do you have a color palette preference?** Typically the colors for your site design are taken from your logo so that a branding flow is maintained. However, if your logo is neutral and you have a preference for colors to include, **please indicate what represents you and/or your business the most.**
- 6. Please provide a list of websites (no more than 5 is necessary)** that you like and explain why. If there is only a certain aspect that you like, please indicate what that aspect is and why you like it.
- 7. Do you have images** that you would like to supply for inclusion in the overall design? This includes your logo if you have one. Please do not email us any images. You will be supplied with a way to easily share files with us when you book your project.
- 8. Please provide a list of all the pages you will need.** Let me know what each page should be titled and the order you prefer them to be in on the navigation bar.
- 9. Page Content:** Content for the pages must be supplied to us pre-proofed. Please supply each page via a Word Document, clearly indicating what page the content should be added to. We ask that you please have all page content prepared prior to booking your project...even if we'll simply be putting "Coming Soon" on some of the pages.



10. **Please provide a list of keywords** that best describe your business. If you need assistance with determining the best keywords, title and description (SEO) please let us know. We can help!

11. Will you require any of the following additional services?

- Membership Capability
- Email Marketing / List Building
- Forum Integration
- Shopping Cart
- Photo Gallery
- Audio / Video Support
- Other (Please Specify)

12. If there is anything additional that you would like for me to consider for the design of your site, please let us know.