

WEB SITE PLANNING SHEET



*Show Your Business
To The World!*

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CLIENT INFORMATION

| | | | |
|-----------------------|--|-------------------------|--|
| Company Name: | | Phone Number: | |
| Contact Name: | | Fax Number: | |
| Email Address: | | Alternate Phone: | |

WEB SITE INFORMATION

| | | | |
|----------------------------------|---------------------------------|-----------------------------------|---------------------------------|
| Web Site URL: | | Web Host Company: | |
| Domain Acquired? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Web Host Phone: |
| If no, to be acquired by? | Client <input type="checkbox"/> | Designer <input type="checkbox"/> | Web Host Representative: |

FTP INFORMATION

| | | | |
|--------------------------|--|------------------------------|--|
| FTP Host Address: | | Max Storage (MB): | |
| FTP Username: | | Max Email Addresses: | |
| FTP Password: | | FrontPage Extensions? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

PROJECT DESCRIPTION

| | | | | | |
|---|--|------------------------------------|------------------------------------|-------------------------------------|--------------------------------|
| Site Purpose: | <input type="checkbox"/> Informational | <input type="checkbox"/> Ecommerce | <input type="checkbox"/> Portfolio | <input type="checkbox"/> Fun | <input type="checkbox"/> Other |
| <input type="checkbox"/> New Design | <input type="checkbox"/> Redesign | | | | |
| <input type="checkbox"/> Client Provides Artwork | <input type="checkbox"/> Artwork needed, including: | <input type="checkbox"/> Graphics | <input type="checkbox"/> Photos | <input type="checkbox"/> Animations | |
| <input type="checkbox"/> Client specified corporate PMS colors: | | | | | |
| <input type="checkbox"/> Generic Colors (described in clients words): | | | | | |
| <input type="checkbox"/> Client Has Logo | <input type="checkbox"/> Client needs logo developed; description: | | | | |
| Metatag Description/Sentence: | | | | | |
| | | | | | |
| Metatag Keywords: | | | | | |
| | | | | | |

SITE PAGES AND FEATURES

| | |
|------------------|--|
| Home | |
| Services | |
| Links | |
| Contact Us | |
| History | |
| About Us | |
| Bulletin Board | |
| News/Newsletters | |
| Directions/Hours | |

Please use this space to provide any other information you feel would be useful to this project:

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