

Website Checklist/Planner

Client Information

Contact Name: _____

Address: _____

Phone: _____

Email: _____

Current Website Information

(Skip this section if you don't have a website already)

Reasons for wanting to redesign/rebuild: _____

What do you want to keep from the website? _____

What are you looking to improve on your website? _____

Do you have an idea of what colours you want to use?

If so what are they? _____

Website Goals/Targets

What is the purpose of your website?

- Have a Web presence
- Try to generate requests for products/services you offer
- Establish an online Portfolio
- Education/Training
- Online Community/Forum
- Online store
- Provide information
- Other: _____

Project Information

Do you have a **Domain Name**? If yes, please provide it: _____

Do you have **Web Hosting**? If yes, do they offer the WordPress Platform? _____

When do you expect the website to be "live"? _____

Do you have a budget for the website? _____

New Website Information

What type of design are you looking for? _____

What are the number of web pages you are looking to have? _____

Will each page have the same layout?

Yes

No

What Features are looking to have?

Event Calendar

Membership

Blog

Shopping cart

Other: _____

Do you have the artwork, i.e. Logo, photos, graphics, etc.?

Yes

No

Other: _____

Will the website include video content?

Yes

No

Do you content for your website?

Graphics, i.e. Logo, etc.

Videos

Text

Are you wanting SEO (Search Engine Optimization) rankings?

Yes

No

If the website is accepting online payments:
How many products do you have? _____

Do you need to charge tax?
 Yes – What %? _____ No

Are you selling digital downloads? Yes No

What method of shipping are you using? Local Post? Courier? Shipping by Weight?

How you will accept payments? PayPal or another payment gateway?

After Setup Information

Once the website has been setup do you intend to take care of the following or will you need ongoing assistance from Digitus Consulting?

Updates to WordPress Platform

Updates to Pages in terms of changing the text, media, etc.

Agreement Information

Please date and sign below to give us the authority to research your request.

Thank You.

Date: _____

Name: (Printed) _____

Signed: _____

Please send a copy of the document in the format name-website-checklist.doc and email to dcoletta@digitusconsulting.com. Please attach any other files or information that you may think will be helpful.