# Web Design Questionnaire

From: [ABC web design company] To: [ABC customer company]

In order to provide you with the website that you are looking for, we need to collect information about your business and your business's needs. Please answer all the questions as accurately as possible so that we may help you design a website that you and your customers will look forward to using.

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| 1. Full name of company:
 |  |

1. Contact Information:

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| --- | --- | --- | --- |
| Name |  | Job Title |  |
| Phone |  | Fax |  | Email |  |
| Address |  |

1. What services and/or products does your business provide?

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1. Please provide the full address of your website (for example, http://www.mywebsitename.com)

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1. What names do you wish to appear on the website? Please provide accurate spelling and punctuation.

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| 1. Do you already have a business logo?
 | Yes | No | If so, please provide a copy of it as an attachment. |

1. Where would you like the logo to be displayed on your website?

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| 1. What is the purpose of your website? Check all that apply
 |
|  | To sell items |  |  | To interact with customers |
|  | To inform customers about your business |  |  | Other |  |

1. If other, please explain.

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1. Do you have any particular colors that you wish displayed on your web site? If so, which ones?

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| 1. Which pages do you wish included on your website? Please check all that apply.
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|  | About Us page |  |  | Press releases/current events page |
|  | Services page |  |  | Form to submit for services or purchases |
|  | Contact Us page |  |  | Other |  |
|  | Blog for articles |  |  |  |

1. If other, please provide the name of the pages and the reason or premise for the pages.

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| 1. Do you want the web page to be designed with search engine optimization in mind?
 | Yes | No |

1. Do you wish to have links that drop down, or should all links be clickable from the main menu bar of the website?

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| --- | --- | --- | --- | --- |
|  | Drop down |  |  | Menu bar and clickable |

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| 1. Do you wish to include a sitemap?
 | Yes | No |

1. What is the ultimate goal of your website?

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