

WEBSITE QUESTIONNAIRE

Please help us get a jump start with your Website Design by completing this questionnaire. These questions will help us to understand your needs and enable us to give you a professional, cost-effective website design.

Please don't feel obliged to answer every question before you send it in! You can start by answering the ones you are most clear about, and we can work on the other questions together.

(N.B: Although we do our best and suggest some variants in terms of graphics, all special requests, unique high resolution images, logo, etc will require an additional cost if we need to commission and pay a graphic designer to draw this for you, or we need to buy this for you from stock images sites such as <http://www.fotolia.com> or <http://www.istockphoto.com>. What we **can** provide are 2 or 3 design versions to choose from, with up to 3 corrections, but more than this will be at extra cost as there is extra time involved.)

Name:

Contact Name:

Tel:

Email Address:

Current web address, if any:

Site Title (the top part that appears on each page)

- Do you have existing logo? (please send it in highest resolution in PNG or GIF format, if possible)
- Do you have a business slogan or catch phrase?
- What words would you like to see on the site title? For example:
 - Company Name
 - Description phrase or slogan
 - Telephone number
 - Location

Colours

The visual metaphors, graphic design and colour scheme of your website will communicate volumes to the visitor about you and your business.

- Is there a color combination you'd like to use?
- Is there a particular color you would **not** like us to use?

What STYLE do you want to communicate?

(check as many as you wish that apply to you)

Serene, Spiritual, Relaxed, Ethnic, Natural/Organic,

Classic, Elegant, Hip, Casual, Funky, Playful,

High-Tech, Modern, Powerful, Authoritative, Professional, Corporate,

Mellow, Comforting, Caring, Romantic, Sensual, Delicate,

Glamour, Cartoon, Emo, Gothic, Fantasy

Energetic, Historical, Festive, Vintage

Other:

Images

Do you have photos/graphic images that you wish to use on the web site? Yes / No

What template would you like to use?

Please list the names or URLs (web addresses) of the sites that you like the look of **from our portfolio** http://amethyst.net.nz/content/portfolio_new.htm (This does or not have to be a site whose business is similar to yours.) This helps us determine what your design style is. Please consider layout, navigation and typography. Colours and graphics will be changed to your specifications.

Content

Is the content written? Yes / No / It's in process.

What keywords would someone type into a search engine to find you?

Site Menu

List 6 to 8 major menu items for your site (i.e. About, Services, Overview, Information, Portfolio, Contact, etc). Base these topics on the visitor's view of the division of information on your site. Major menus may be broken into sub menus

Mail Box configuration

- **Redirect to your existing mailbox.** With this option all mail coming to your domain mailbox will be redirected to your other, already existing email mailbox. (Please indicate your existing email address that you want mail from your website to be redirected to.)

- **Access to mailbox via browser.** With this option you will be given a web link, login, and password to work with your email. In other words, you use a browser to access your mailbox.

Connecting to mailbox with a mail program. You can configure some mail programs to connect to your mailbox. It can be done via POP or IMAP protocols. The list of such programs includes Apple Mail, Outlook Express, Outlook, Thunderbird, Windows Mail for desktops and also mail programs for wireless devices such as Android, Blackberry, iPhone, Symbian, Windows Mobile, and SnapperMail. (Please indicate the program you use.)

Are there any other comments/specific ideas we should keep in mind while designing your project?

Thank you for completing this Website Questionnaire.