

WEBSITE WORKSHEET

NOTE: This form requires Acrobat Reader 7 or higher in order to save it (which you'll have to do to email it). To get the latest version of Acrobat reader, [click here](#).

Fill out the form below with as much detail as possible. Once you are finished, save this pdf, and email it to katy@katydwyerdesign.com. I'll get back to you via email with any questions or a completed quote.

YOUR NAME

COMPANY

EMAIL

PHONE

PREFERRED METHOD OF CONTACT: PHONE EMAIL

1 I need a website designed and I don't currently have one. (**skip to #5**)

I have a website, and I need it to be redesigned. My website address is:

2 What do you like most about your current website?

3 What about your current website isn't working for you?

4 What are your goals for your new website?

5 What is the nature of your business?
(i.e. Restaurant, Architect, Non-profit Organization, etc.):

6 Who are your competitors? (listing a few company names is helpful)

7 List 3 to 5 websites that you like the design and functionality of:

8 Do you have a logo/identity?

- Yes
- Yes, but I'd like to redesign that too
- No. I need one!

9 Website Size

- I just need a single landing page
- This is a small website (2-6 pages)
- I need a robust website (more than 6 pages, possibly including a store, blog, or other page-intensive feature)

10 What are the pages/subjects you envision on your website (i.e. About Us, Services, Products, Online Store, FAQ, Contact, etc.)

11 Do you want to be able to update content yourself?

- Yes, I need to be able to update all the content on my website (build my website with a Content Management System, or CMS)
- Yes, but maybe just a few sections. I won't need to update everything on the site.
- No, if anything needs changing, I'd prefer to contact you.

12 Will you be selling anything on your website?

- Yes, the purpose of this website is to be an e-commerce website. I will set up a merchant account and would like to be able to accept credit cards.
- Yes, I'd like to sell items, but maybe just through PayPal.
- No, I will not be selling anything through my website

- 13** Will you need copy written for your website?
- Yes, I need all the copy written for the website
 - Yes, I will provide some copy, but would like some help editing and making it readable and catchy
 - No, I would like to provide copy, and it should be used as is.

- 14** Additional Needs (Check all that apply)
- Domain Name Research and Registration (I don't have a web address yet, and I need your help finding out what's available, and purchasing the URL)
 - Website Hosting
 - Search Engine Optimization
 - Social Media (I'm interested in having a Facebook page, Twitter Page, or other social networking site that works in tandem with my website)
 - Blog (I'd like a blog that will be incorporated on my website)
 - Photography
 - Info-graphics (charts, etc.)
 - Advertising (I want to advertise my business elsewhere on the web)

- 15** When do you hope to launch your new website?
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- 16** What's your budget for this project?
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A NOTE ABOUT YOUR BUDGET: It's the elephant in the room, but your answer here will help me to accurately and honestly respond to your needs. I may be able to suggest ways to extend the reach of your budget without going over-budget. I can work within any budget to find ways to meet and exceed your goals.

- 17** Anything else you want to tell me? Or any questions you might have?
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Once you have completed the worksheet, save this pdf and email it to:
katy@katydwyerdesign.com

I will be in touch shortly with any follow-up questions, or a complete project quote.
Thank you for your interest in Katy Dwyer Design!