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## PROJECT QUESTIONNAIRE

Please fill out the following questions regarding your prospective website project. This information will be used to create an estimate for the job, so please be as detailed and accurate as possible. If you have any questions, please call 724-504-1146 or email info@thinkdolphin.com.

When you have completed this form, please email it to **info@thinkdolphin.com**.

Primary Contact: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Current Website: \_\_\_\_\_

How did you hear about us?: \_\_\_\_\_

*Please type or write your responses in the shaded boxes.*

**1. Background:** Tell me a bit about you, your company or organization.

**2. Purpose/Goals:** Describe the purpose of your website.

Example: Do you sell items and need an e-commerce site? Do you want to display photos or share other documents for download? Or do you simply want to have a web presence where visitors can get more information about you?

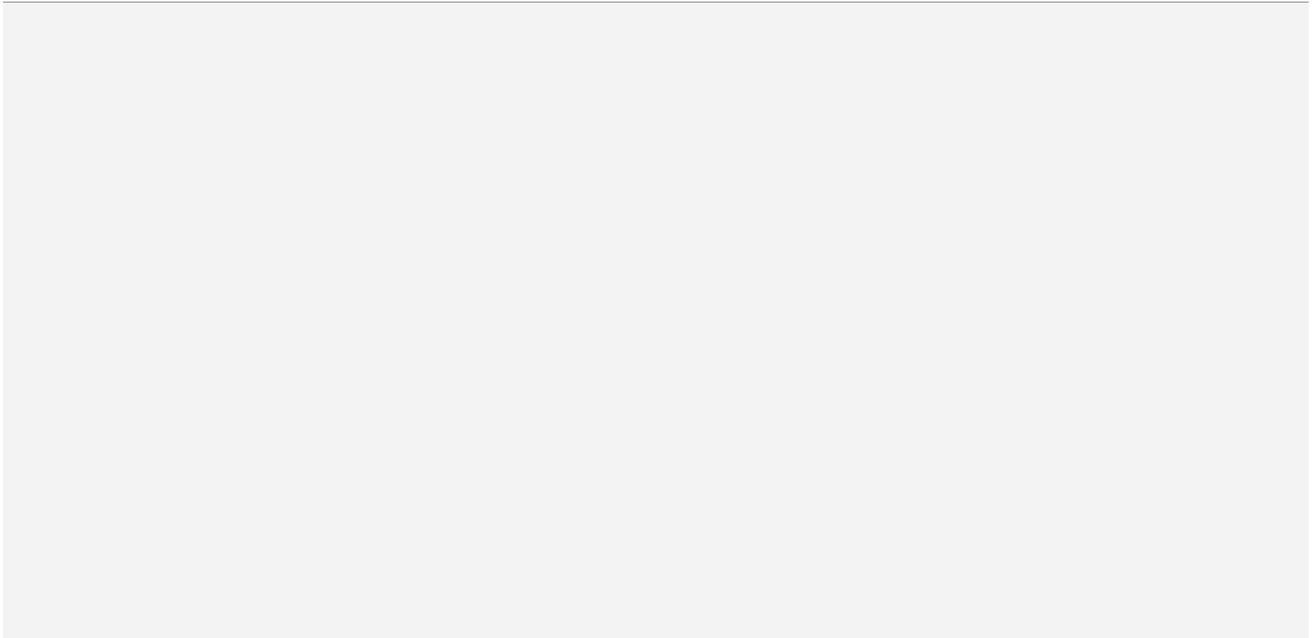
**3. Navigation Outline:** Please list the pages that you wish to include on your site.

Example: background info on your organization, product page, contact page, biography page, inventory page, etc.) Please be specific and include

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the names you would like to use for the links (for example "About the Company" vs "About Us")

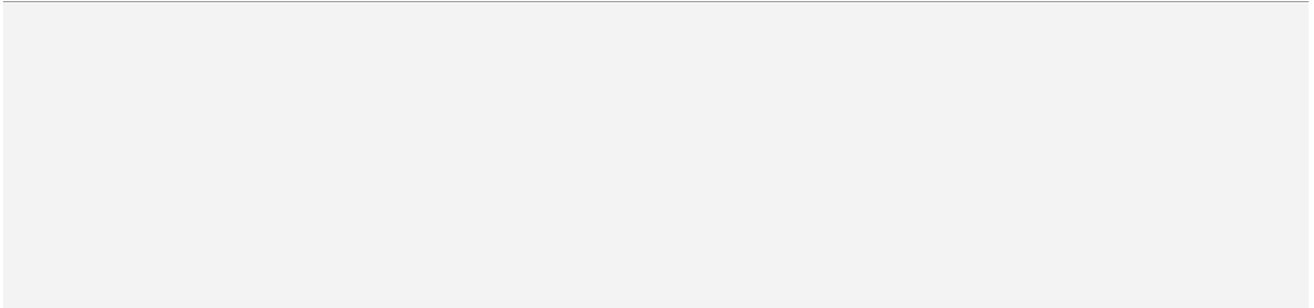
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**4. Special Functionality:** What special features/functionality would you like to have on your website? Do you need any e-commerce or shopping cart functionality?

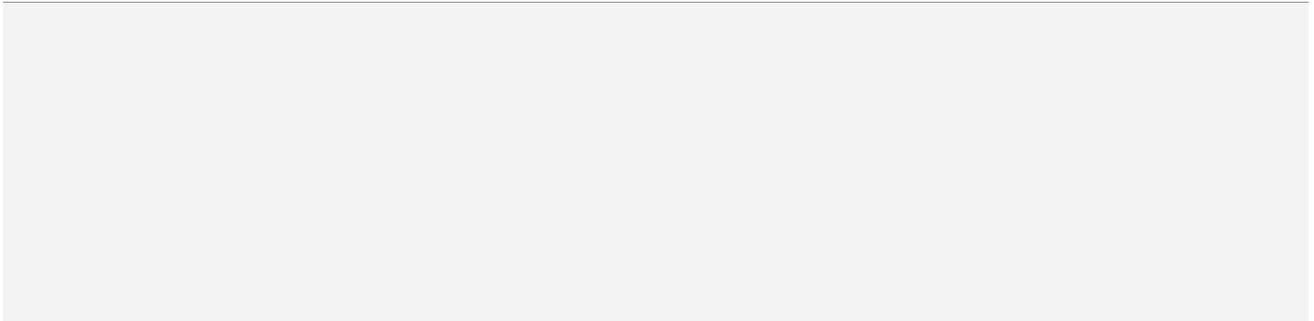
Examples: bulletin boards, mailing list, news articles, catalog of products, photo gallery, web forms, etc.

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**6. Content:** Do you have written content for inclusion on the website, or does that need to be created?

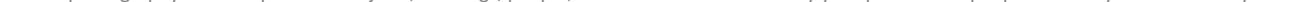
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**7. Photos & Images:** Would you like to include stock photography in your site design? If so, what is your budget for these images?

Stock photography includes photos of objects, buildings, people, etc. that are not necessarily your products or people- but they are related to you

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and your website and convey an attitude or idea that contributes to the site design. In some cases, these images are free, but usually they require a fee- as little as \$1 each or as much as \$500 each.

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**8. Design:** What do you have in mind for a design? Any particular color scheme, current marketing materials, or other ideas you'd like to share?

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**9. Example Websites:** Please list 3 websites you like visually/graphically (they do not have to be related to your site in content or subject matter) Also, please list 3 websites you do NOT like. Feel free to specify things you like/dislike about each site.  
Examples: color scheme, navigation menu techniques (mouse rollovers, text list, drop down menu, etc), photos or images you'd like to have on the site, anything you've seen on another site that you'd like to have on yours. This will help us to get an idea of the type of site you are looking for.

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**11. Budget:** What is your approximate budget for the project?  
This will help me to create a solution that best fits both your needs and your finances.

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**12. Timeline:** Approximately when would you like the site to be completed?  
Many things contribute to the length of projects, including size and scope of the website, speed of communication between the designer & the client, changes to original site plan, design modifications, etc.

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**13. Domain Name:** Have you registered a domain name for your site? Please list it here. Where is the domain registered? If you

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have not yet purchased your domain name, do you have one in mind and have you checked for its availability? Please list all of your domain name ideas.

Please remember that your ideal .com domain name may not be available but .org, .net or other extension may be available.

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14. **Webhosting:** If you have a current website, where is it hosted now? Will you be hosting the new site at its current location or will you be interested in moving the site to Thinkdolphin's web server so I can manage it for you?

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15. **Site Maintenance:** How often during the year do you anticipate updates to the website? What types of information will be updated?

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16. **Additional Information:** Please address anything else you would like to ask or let me know about your project.

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