



The Website Planner is a questionnaire to help you form a better idea of what you want in your website, and to enable you to easily send the necessary information to us. Please provide the information below and we will contact you.

It is good to put some thought into your answers, as we will use this information as a main reference during the development process. Also, it will help you to clarify for yourself what you want, and this information can be used as a basis for website content.

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### Contact Details

Name

Business

Email

Phone

ABN

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### Describe your Business or Organisation

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### Type of Website

- Personal
  - Non-profit
  - Community
  - Informative
  - Business to business
  - Business to consumer
  - Advertising
  - Other > > Description
-

## Purpose of Website

Select all that apply to your website:

- To provide information
- To develop a qualified list of prospects (mailing list)
- To allow customers to order products or make bookings online
- To display and advertise my products and services
- To sell products directly taking credit card information over the Internet
- To encourage potential customers to contact us by phone or mail to close a sale
- To make available product information and price lists to distributors
- To make available product information and price lists to customers
- To gain a favorable impression of the company or organization
- To strengthen brand identification

Other

In a few sentences, describe the intention of your website:

In a few sentences, describe the target audience for this website:

In a few sentences, describe what you would like to achieve by creating this website:

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## Website Pages/Elements

Please select all the website elements you require:

- Intro Animation
- Animated Navigation
- Homepage/Welcome
- Site Map
- About the Business
- Biography

- Testimonials (customer comments)
  
- Events
- News
- Photo Gallery
  
- Whats new
- Special Deals
- Products/Services
- Product Catalogue
- Order Form
- Bookings Form
- Shopping Cart
- Credit Card Fulfilment (E-commerce)
  
- Downloadable Files
  
- Frequently Asked Questions
- Glossary of Terms
- Press Releases
- Company Policies (security, privacy, refunds, special orders, delivery times, etc.)
  
- Feedback Form
- Guestbook
- Survey Form
  
- Tell a Friend
- Messageboard
- Join Mailing List
- Contact Details
  
- Website Email Form
- MP3 Sound Samples
- Background Sound Loop
- Video Clips
- Links to Other Sites

Additional pages required:

## Products/Services

Approximate number of products/services

Do your products require delivery?  Yes  No

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## Content

**What is an estimate of the total amount of content in your planned website?**

Text : number of pages

Images : number of images

**How much content do you have available at this point?**

Text : number of pages

Images : number of images

**Will you provide the text content?**  Yes  No

**Will you need more images?**  Yes  No

**Enter any typeface/font preferences:**

**Enter any colour preferences:**

**How often do you think the site content will need updating?**

**Do you want to include [SlipManager CMS](#) to be able to update website content yourself?**

Yes

No

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## Other Marketing or Publicity

**What other promotional/branding material do you currently have?**

- Logo
- Business Card
- Brochure
- Catalogue
- Letterhead
- Posters
- Packaging

Other

**What other forms of marketing/publicity are you using?**

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## Website Details

**Website Name**  (eg. company name)

**Domain Name**  (eg. www.yourbusiness.com)

Domain name not registered

Domain name already registered > > company registered with

### Hosting Company

Hosting Company required

Already have hosting company

> > > Hosting Company name

Hosting Company email

Hosting Company phone

**Do you currently have a website?**

No

Yes > > address

**When are you planning on starting the project?**

(dd-mm-yyyy)

**When do you want the website completed?**

(dd-mm-yyyy)

**What is your projected budget for this project?**

(Please make note of currency used if other than Australian dollars)

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## Request Other Services

**Are you interested in any other services?**

Digital Photography

Logo Design

- Business Card Design
  - Website Card Design
  - Brochure Design
  - Catalogue Design
  - Letterhead Design
  - Poster Design
  - Packaging Design
- 

## General comments

**Please enter any other ideas, questions, comments or requests not mentioned above:**