



Your Computer People

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Web Site Questionnaire

Date: _____ Domain 1st Choice: _____
Company: _____ Domain 2nd Alternate: _____
Contact: _____ Domain 3rd Alternate: _____
Phone: _____ Fax: _____

The design of your web site is very important to the BizTech WebDesign Team. This powerful medium can be very effective in elevating the success of your enterprise. However, the proper portrayal of your company and the effectiveness of your website design is key to your success in the Web environment.

Please answer the following questions so that we can get to know more about you and your business, and provide you with a more accurate cost estimate. Also, please provide us with any brochures, flyers, logos, photos and/or promotional materials that contain any information or graphics that you would like to include in your web site.

- 1. Do you currently have a registered domain name(s)? Yes No
2. If so, please list the domain name(s) here: _____
3. If not, would you require Biztech to administer the registration of your chosen domain name? Yes No Maybe
4. Please provide the following information so that we may perform the registration of your domain (if applicable): All of this information is required to process your registration. Please do not leave any of these fields blank.

Register this domain as an: Individual or Company Circle One
Company Name: _____ If Applicable
Contact Name: _____
Contact Email address: _____
Company Address: _____ If Applicable
Billing Address: _____
Telephone Number: _____
Fax Number: _____
Credit Card Number & Expiration Date: _____
Credit Card Billing Zip Code: _____
Authorized Signature: _____
(Fees for domain registration is as follows: \$15 per year/per domain).

5. Do you have a preference where your website will be hosted? If yes, provide the following ISP/Host contact information:

Primary server Name _____
Primary Server DNS _____
Secondary Server Name _____
Secondary Server DNS _____

6. Would you prefer to let BizTechOnline host your website? If so, you may leave Item #5 blank.

Stop here if you are only requesting domain registration services

7. Describe the function(s) of your business: _____

8. How would you describe the ambience or personality of your business/company? (Fun, Staid, Classy, Modern, Old-Fashioned, Casual, Relaxed, Professional, Ethnic, Cutting Edge, Understated, Bold, High Tech) *Please feel free to use your own adjectives.*

9. What is the purpose of your web site?

10. Do you want to take orders for products or services from your site? Yes No Maybe

11. Do you want to catalogue your products? Yes No Need More Info

12. Do you want to tie your e-catalog into an inventory accounting module? Yes No Need More Info

13. Do you want only to provide product information and telephone and/or email ordering? Yes No

14. Do you want your site to be informational/promotional only? Yes No

15. Do you have a primary or premier product or service? Yes No

16. Do you have several different main products and/or services? Yes No

17. Circle any of the following that you would like to apply to your site:

Exciting Understated Professional Polished Image Bright colors Muted colors

Curves/Circles Geometric shapes Simplicity Graphical Very Graphical Photos Classic Fun

18. Do you have a company Logo? Yes No

19. If not, would you be interested in having a logo designed by our graphic designers? Yes No
Maybe

20. If yes, what format can you provide us with the logo and/or other graphics?
Camera-ready art tiff jpg gif bmp png other_____

21. Do you have certain colors that are associated with your company (Logo)? If so, please list them and indicate here if you want those colors to be the main color scheme of your site.

22. How many photos or graphical images do you estimate you would like on your site? _____

23. Do you have them in digital format, or would you require us to scan the images in manually? Yes
No Some

24. Generally, a website consists of a home page with several links appearing on that page to different pages (within that website). Please list topics that you would like to link to (within your own website) from the home page (i.e. Products, services, support, email addresses, company info, contact us etc.).

25. Do you want to link to any other (external) web sites (i.e. mfgs. of your product, complimentary products sites, information sites, corresponding sites)? Yes No
If so, please list them.

26. Would you like us to make any suggestions about possible beneficial links to and from your site?
Yes No Need More Info

27. Would you like to have forms on your site (guest sign in, email info request, etc)? Yes No
If so, please list them.

28. How would you describe your average client/customer? (Please provide any demographic info you have, including company position if applicable). (Very important question)

29. Please give the web address of any competitor's web sites and/or sites that you find attractive.

30. Once you decide to proceed with your web site design project with BizTech, you will be asked to help compile a list of possible search words that might be used by web surfers to search for your site via search engines. This would include any possible mis-spellings, as well. These words are programmed into your site, so that you have the optimal chance to position higher in web searches. These are called Meta Tags. (List only the main keywords for your industry right now)

31. If you had a difficult time answering many of these questions, would you be interested in having BizTechOnline assist you in the conception and development of your Internet presence? Yes No Maybe Need more info

Thank you for taking the time to fill out this questionnaire. This will greatly assist us in giving you a more accurate and cost proposal and in creating the best possible web site for your business needs.

BizTech Web Design Team