



464 E. Country Club Drive  
Williston, Florida 32696  
352-528-5943

www.webassistantsllc.com  
ladams@webassistantsllc.com

**WEBSITE DESIGN  
PROJECT WORKSHEET**

**Name** \_\_\_\_\_  
**Title** \_\_\_\_\_  
**Company Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
\_\_\_\_\_  
**City** \_\_\_\_\_  
**State** \_\_\_\_\_  
**Zip** \_\_\_\_\_  
**Daytime Phone** \_\_\_\_\_  
**Evening Phone** \_\_\_\_\_  
**Email Address** \_\_\_\_\_

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**Logo**

1. Do you have a corporate logo that will be included on your website?  
 Yes       No
2. If yes, what format is available?  
 .jpg     .gif     .png     not available in digital format; must be scanned
3. If you do not have a logo would you like us to create one for you?  
 Yes       No

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**Photos**

4. Are photos to be included?  
 Yes       No
  5. If yes, what format is available?  
 .jpg     .gif     .tif     .png  
 Combination     Must be scanned
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**Color Scheme**

6. Do you have a color scheme preference? Please describe your color preferences and or any ideas you have for a color scheme.

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**Website Image**

7. What type of image do you want your website to portray?

<u>Conservative</u>	<u>Bright and colourful</u>
<u>Corporate</u>	<u>Soft and restful</u>
<u>Masculine or feminine image</u>	<u>Other:</u>
<u>Fun and playful</u>	

**Special Effects or Features**

8. Do you want animation effects on your web site?

- Buttons that change when "clicked"
- Quote of the day
- Scrolling marquee
- Video

Describe how you want to use the scrolling marquee.

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**Domain Name and Web Hosting**

9. Do you currently have a domain name for your web site (such as www.mywebsite.com)? If so, list the domain here.

If you do not have a domain name do you want me to check the availability of one.

Yes       No

If yes, please list your top 3 choices.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

10. Do you currently have a web hosting provider?

Yes       No

If yes, please provide the following contact information for your provider:

Provider Company Name \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

If no, would you like me to arrange Web Hosting?

Yes       No

**Additional Information**

11. Have you visited any websites that you particularly liked that will aid me in the development of your website?

**Site No. 1** Web address \_\_\_\_\_  
What did you like about it? \_\_\_\_\_  
\_\_\_\_\_

**Site No. 2** Web address \_\_\_\_\_  
What did you like about it? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**Site No. 3** Web address  
What did you like about it?

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**Site No. 4** Web address  
What did you like about it?

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12. Do you currently have  
Content/text for your web site written and readily available in electronic format

Do you need to write the content?

Do you need to have someone else write the content?

Will you be using content from FindMeAFranchise.com

*(If the content is not ready to go today, this will impact the delivery date and possibly the price. You may want to complete most or all of the content BEFORE asking for a quote.)*

Please select one response below to describe your readiness with your site content.

1. The content is 100% complete.
2. The content is \_\_\_% ready and available in \_\_\_% electronic format.  
The content is \_\_\_% ready, and is in some combination of electronic or printed format.
3. The content is \_\_\_% ready, but in paper format only.
4. The content is barely started or does not exist at all.

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