

WEB DESIGN REQUIREMENT SPECIFICATIONS

INTRODUCTION: GETTING TO KNOW YOU - OUR POTENTIAL CUSTOMER.

Dear potential customer of DMS,

Thank you for your request of a web design quote from us. We promise to send you a quote within 24 hours after receiving your feedback and confirming all the requirements.

Being the most trusting and respecting web design firm, we make sure that we understand our client's needs. Please provide us as much details as possible and skip any question that you don't feel like answering.

If you have any question, feel-free to contact us via this email.

1. Name and Address

First Name:	<input type="text"/>		
Last Name:	<input type="text"/>		
Company:	<input type="text"/>		
Address:	<input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text" value="AL"/>	Zipcode:	<input type="text"/>
Country:	<input type="text" value="Canada"/>		
Phone Number:	<input type="text"/>	Ext:	<input type="text"/>
Fax Number:	<input type="text"/>		
Email	<input type="text"/>		

Description:

2. How long have you been in business?

- Less than 1 year
 More than 3 years
 More than 5 years
 More than 10 years

3. How many employees?

- 1 employee
 1-5 employees
 5 to 20 employees
 20 to 50 employees

4. Service(s) you are looking for. You can select more than one and please remember to insert comment if needed.

- Web Design Service
 Graphic Design Service

- Search Engine Optimization
- CD/DVD Design & Marketing
- Software Products
- Other, Please Specify

5. Comment(s)**6. Web design services**

- I am looking for a new website.
- Just updating my existing website.
- Both

7. If you already have a website, please provide the website address below.**8. What is it about your current website that you don't like or are having a problem with?****9. In general, what would you like your new or updated website to have?****10. Approximately, how many pages do you think your website will have or need to be updated?**

- 5 to 10 pages
- 10 pages to 20 pages
- 20 pages to 40 pages
- 50 pages to 60 pages
- 60 pages to 100 pages
- 100 pages or more

11. Approximately, how many pictures or images do you think your website will have or need to be updated?

- 5 to 10 images / pictures
- 10 pages to 20 images / pictures
- 20 pages to 40 images / pictures

- 50 pages to 60 images / pictures
- 60 pages to images / pictures
- 100 pages or more images / pictures

12. Your new website will have... (Do the best you can on this one.)

	Definitely	Maybe	Not Sure	Absolutely Not	Tell me more
Texts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Images	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Video	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Audio	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flash Banner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flash Movies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Database	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shopping Cart	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chatline	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Search Engine Optimized	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Content Management System (CMS)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

13. Comment(s)

14. Do you have all the contents ready such as texts, images, video, audio, etc?

	100% done	80% done	50% done	Less than 50% done	Not applicable
Texts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Images	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Video	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Audio	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

15. Comment(s)

16. Please rank your website priorities?

	Not important	Important	Very important	Critical / must have	Tell me more
Search Engine Optimization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good Design \ Look & Feel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Ease of Use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Layout Consistency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to self-manage site (CMS)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

17. What is your opinion?

	Somewhat disagree	Somewhat agree	Agree	Strongly agree
A user should not have to click more than 3 times for anything.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A new visitor should know what you do for a living within 5 seconds arrived at your site?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A sole purpose of a website is to disseminate info as quick as possible?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your contact info such as phone and email should be available for potential client at any page?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

18. Comment(s)

19. Will you be conducting online transactions (shopping cart) on this site?

- Yes
- No

20. If shopping cart is needed, would you please tell us the general requirements for this shopping cart?

21. Your website needs to be updated...

- Weekly
- Monthly
- Daily
- Annually

22. Would you be able to provide us a reference of three websites that you like? This gives us a better understanding of your requirements.

- Yes
- No

23. Please copy and paste the links of the three websites that you like here, if possible.

24. Are you planning to stay with your current web hosting company? Skip if you don't have a website.

- Yes
- No

25. If someone offers a better deal on web hosting services, will you be willing to move?

- Yes
- No

26. Please tell us about your business goal for this website?

27. Please tell us about your marketing goal for this website?

28. What percent of new business / new client comes from your website currently?

- Less than 5%
- 5% to 10%
- 10% to 20%
- 20% or more

29. Final comment - is there anything else you need us to know?