



Contact Information

Company Name _____
 Contact Name _____ Title _____
 Address _____
 Phone _____ Fax _____
 Email _____

How did you hear about VRI ?

Services

What Web Services are you interested in? Check all those that apply.

- | | | |
|--|---|---|
| <input type="checkbox"/> Web Site Design & Development | <input type="checkbox"/> E-commerce | <input type="checkbox"/> Database Development |
| <input type="checkbox"/> Logo Design | <input type="checkbox"/> Search Engine Placement | <input type="checkbox"/> Redesign of current site |
| <input type="checkbox"/> Scanning and Image optimization | Technical Marketing | List other Services |
| <input type="checkbox"/> Image and Graphic sourcing | <input type="checkbox"/> Web Site Marketing | |
| <input type="checkbox"/> Custom design | Advertising | |
| <input type="checkbox"/> Web Site Maintenance | <input type="checkbox"/> Web Site Hosting | |
| <input type="checkbox"/> Site Analysis | <input type="checkbox"/> Domain Name Registration | |

Who will be the contact person(s) for your Web site?

Are you scheduling other events around this deadline?

What is the budget for your project? Does this include hosting and maintenance?

Would you like the project broken down in phases to help you meet your goals?

Is there a deadline for this project?

Will this be a new Web site design or redesign of existing Web site? If you already have a Web site will you be using your existing content?

Background

Describe the nature of your business.

Describe your target audience (i.e. average age, special interests, income level, education level). Do they have any special needs?

List the services that your company provides:

How many pages do you anticipate that your Web site will have?

Do you currently have marketing materials that we should incorporate into our design?

Goals, Purpose, Concept, Focus, Direction, Strategy and Message

What is the core purpose of your website? Check all those that apply.

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Increase sales | <input type="checkbox"/> Gather data |
| <input type="checkbox"/> Increase corporate, brand, product recognition | <input type="checkbox"/> Improve internal communication | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Reduce customer service calls | <input type="checkbox"/> Increase prospective customer base | |

What is the primary message you wish to convey?

Do you have any specific design elements in mind?

What kind of interactivity will your site need?

Style, Design Message, Theme

What image do you want your site to project, what should be "the look and feel"?

Sites designed for the same target audience:

Please list some examples of sites that you like.

Sites I like the user interface or layout:

Sites where I like the navigation:

Please list some competitor's sites and what you like and dislike about them.

Sites where I like the color scheme:

Please list some sites that you like in general/overall. Explain what you like and dislike.

Sites where I like the branding or image:

Please list sites that you do not like. Explain.

Logo and Corporate Identity

Do you have a company logo? Yes No

Do you have a corporate color scheme or any symbols/icons that we should incorporate in our design? Yes No

Do you have a company slogan and/or mission statement? Yes No

Content

Do you already have image/graphic content for your Web site? Yes No

Do you need our assistance scanning or preparing your images? Yes No

Approximately how many photos/graphics would you like to use on the site? _____

Do you have a separate budget for images? Yes No

Do you have text content ready for your Web site? Yes No

Would you like us to help develop textual content for your site? Yes No

Do you have anything in mind for background images or colors?

E-commerce

Are you going to be accepting credit cards? Yes No

If so do you currently have a merchant account? Yes No

List the name of your merchant account if you have one. _____

How many products and/or services do you plan to sell? _____

Maintenance

Would you be interested in having us do updates and maintenance to your site? Yes No

How often would you require updates?
Daily Weekly Monthly
Quarterly Other

Do you require us to train an employee? Yes No

Would be interested in assistance from VRI to promote your site and/or register you with search engines? Yes No

Are there parts of your site that will need to change regularly (i.e. products, prices, announcements, etc.)?

What is your number one business problem? How could a new Web site assist you in solving this problem?

Set-up & Hosting

Do you currently have a Web hosting package? If so, what company currently hosts your site?

Would you like VRI to host your site? Yes No

What email software do you currently use?

How many email accounts will you need? _____

Do you currently own your own domain(s)? Yes No

If not would you like help in acquiring and registering one? Yes No

If yes, please list your top three choices and we will find out if one of your choices is available.

1 _____

2 _____

3 _____

If you already own your own domain(s) please list below as relevant to this project.

Would you like access to Web statistics on your site? Yes No