

Design Considerations

Provide details here of key issues relating to the design of the site - and are there any specific design considerations that may affect the design and / or layout of the site?

Site Style - what is the general style / look / feel of the site that you would like?

Logos - do you have an existing logo or do you need one creating?

Colours - do you have an existing colour scheme? Or what colours would you like to use?

Fonts - do you have a typeface that must be used?

Images - do you have any images for use within the site? Or if not, what kind of images would you like?

Site Content

What pages do you want within the site? Please forward the detailed content (ideally in Microsoft Word format) clearly marked with which section or pages it relates to. Consider company information, product / service details, contact details etc.

Timescales

Provide details of your timescales - do you have a particular deadline for the completion of this project? If this project forms part of critical time plan, please provide as much information as possible.

Contact Details

Provide contact details and company information that you wish to include in the site. Information required includes: Company name, contact name(s) if required, full company address including postcode, telephone / fax numbers, email addresses, registered company number and VAT registration number - plus any other information that you may wish to include.

Email Accounts

If this is a site update or reworking of an existing website, and we are required to consider changes to your current email accounts, provide as much information as possible to minimise the potential for disruption to your mail service. If this is a new site and we are managing your hosting for you, provide details of any email accounts that you require.

Website Hosting

Do you have an existing website hosting package? If so, please provide full details - login username and password, FTP settings etc. Or alternatively, please advise if you require us to host your site for you.

Keywords

What words, phrases, sentences, sayings etc. do you think people will use when looking for your site / your business in an internet search engine? Please list as many words and phrases as possible and these will be used in creating your site and making sure it can be found in the leading search engines.

