

DALENDESIGN

DISCOVERY WORKSHEET FOR QUOTE

Before the initial consultation, we ask that you fill out the following form to help us determine what your needs are and what areas to consider prior to the consultation and/or price quote. Please answer all of these items to the best of your ability. Please include any additional information at the bottom of the checklist.

All quotes are valid for 30 days.

May we contact you?

What contact method do you prefer?

Email

Phone

Don't Care

Your Email Address **Required**

List your contact information below:

Name:

Title:

Phone number:

Address:

The Basics

1. Are you needing a redesign or a new website?

Current web address:

2. Who is your target audience? Do its members share any common demographics, like age, sex, or a physical location? Who will be looking for your site?

3. What is the purpose of your website?

Bring in New Clients/Customers

E-Commerce (request our E-Commerce worksheet)

Educational, Training or Instructional

Extend Marketing Reach

Informative

Starting Internet Presence

Other, Please Explain:

Your Business

1. What is the nature of your business? How long have you been in business?
2. Do you currently market this business/idea/product?
3. Do you have a logo? Do you need a logo or logo redesign?
4. Do you have existing material for your product/idea in the form of brochures, pamphlets, CDs, video, flyers, etc? If yes, explain:
5. Would you need any copywriting, photography, or database development services for the website?

Time and Budget

1. What is the desired time frame for development of this website? Date of Completion?
When would you like development to start?
2. What is your budget?

E-Commerce

1. Are you going to be selling services or goods from your site?
Yes No
2. If so, how many products?
3. Do your products have attributes? (small, medium, large - black, green, white)
Yes No
4. Would you like Paypal and/or a Shopping Cart to be available on your site?

We will have more questions for you later after we have reviewed this worksheet and have a basic idea about your e-commerce needs.

Search Engines

1. Do you want your site optimized for Search Engines such as Google? If your site is not optimized and submitted to directories and search engines, it will not be found in their listings.

Yes No

Look and Feel

1. If you need a redesign, let us know EXACTLY what you do NOT like about your current site and what you would like to change:
2. Do you have any existing artwork or corporate colour schemes that you want incorporated into your site? (See attached colour samples) If so, are they in digital format or will they need to be scanned?
3. If you want pictures, how many will you need? Will you need us to take digital pictures?
4. Are there any websites that you would like us to emulate or any websites you like?
5. Who are your competitors and do they have web sites? If so what are they?

Layout - What pages and features do you need?

1. Do you intend to maintain the site yourself?

Yes No Not sure Interested in web maintenance services

If you are interested in our web maintenance services, how many content updates do you estimate you may need on a monthly basis? (this could be pictures, copywriting changes, files, etc)

2. Give us a brief overview of your project to help us determine how many pages your site will be. As an example consider the following outline:
 - A. HOME PAGE
 - B. COMPANY
 - Overview
 - Company History
 - Our Team
 - C. OUR PRODUCTS
 - Widgets
 - Gizmos
 - Thingamajigs
 - D. ORDER FORM
 - E. OUR SERVICES
 - F. CONTACT US
 - Phone List
 - E-mail Form
 - G. RESOURCES

In the example above there are 15 pages (7 main pages with 8 sub-pages) for the project. It is very helpful if you are able to provide an outline or flow chart similar to this. When you're done you can email your outline to info@dalendesign.com (this is optional but helpful to us both)

3. Check off the pages you want below:

Home (everyone has at the very least one page)
About Us
Product Catalog
Services
Press Releases & News
Company Profile
References/Portfolio
Support Area
Store/Online Shopping/Order Taking
Samples
Testimonials
Other

Explain:

Database and Interactivity

If your project requires any interactivity that will need a back end database, please describe your needs as specifically as possible below. Examples of database functionality include login areas where users can populate information and create a record.

Explain the type of functionality you'll need. Be as detailed as possible.

Additional Services and Features to add to your website:

Please place a checkmark beside the features/services you would like to have on your site.

Animation
Bulletin Board
"Buy One Now" button
Blog/Chatroom
Counter/Traffic Meter
Files for Download
Flash Development
Forms
Guestbook
Photo Gallery
Video/Audio Streaming
Password Protected Area
Shopping Cart
Virtual Tours
Other

Explain:

Domain/URL/Hosting Information

1. Do you have a domain registered? If so, what is it and how long has it been online?

Domain name:

of Years:

If not, do you need us to register one for you?

Yes

No

What domain name have you chosen?

2. Do you need Web Hosting?

Yes

No

Not Sure

Interested in your Hosting Services

Services Desired:

Web Design
Website Redesign
Web Maintenance
Copywriting
Graphic Design
Logo Design/Branding
Database Design
Photography
Business Card/Brochure/Poster Design
E-Commerce
Hosting
Domain Registration

Not Sure, Let's Talk

How did you find us?

Quotes can take up to 3 Days to prepare and send