

New or Redesign Website Request

All of the information you provide will be kept confidential.

Please enter as much information as possible. If you do not know or have question about any of the information listed, please feel free to ask.



General Information

Your name: _____

Email address: _____

* How we will be contacting you; not necessarily your organization's email address.

Phone number: _____

Domain Name: _____

Hosting Site Name: _____

*If you or your company hosts your own site indicate that by filling in "in-house" or if this is a new site fill in "new site".

FTP / Control Panel User Name: _____

FTP / Control Panel Password: _____

Email Server IP Address: _____

Page Information

How many pages would you like (new or redesigned)? _____

Do you need a logo or would like a redesign of your current one? _____

Do you have a soft copy of your logo in .JPG or .GIF format? _____

Do you have a preference of primary colors you would like to use: _____ and _____

*Please indicate 2 primary colors to be used for the site's theme. See Other Information on the next page if you would like something specific.

List the name of the main navigation pages:

* Example, Home page, Contact Page (FYI: We can assist you with this if you're not sure).

_____	_____
_____	_____
_____	_____
_____	_____

If you indicated that you would like a photo gallery, slide show or portfolio, how many photos do you want included on the page: _____

And who will supply the photos: _____

*For best results, supply high resolution photos in .jpg format.

Name of person responsible for the text content for each page? _____

*Please provide a word document for each page that you will be responsible for. We can assist you with this if needed.

Would you like a Contact Form instead of an Email link on the Contact Page: _____

*Additional costs may apply. Also, your Hosts' Email server's IP Address is required.

List the name of any additional pages or pages not part of the main navigation:

_____	_____
_____	_____
_____	_____
_____	_____

Are any of the pages listed interactive or dynamic, meaning require a database back-end? _____

*Please ask us if you're not sure. If "Yes" please explain in the special instructions area below.

Other Information

In Weeks, what are your expectations for the completion of the site: _____

Please indicate any **special instructions** or **requests**:

Signature: _____ Print Name: _____ Date: _____

Contact Information:

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