

WEBSITE REVIEW QUESTIONNAIRE

WEBSITE RESEARCH & DATA GATHERING

The following questions will help us ascertain your requirements and gather required information regarding your new website. Please try to answer as fully as possible, if you do not know certain details, please advise accordingly.

DOMAIN NAMES

Do you own a domain name: Yes No
If yes, please provide details.

Main domain name:

Other domain names: Only provide if they are relevant to the project
If no, would you like us to procure on your behalf?: Yes No

Domain names are normally transferred into our control panel so that we can configure and manage them for you. We ensure renewals are not missed and they remain in your name and ownership and can be moved at any time. If you prefer we can provide you with the settings and you or your IT department can configure the records yourself.

If you would like us to configure and manage you domain names please supply the current control panel, username and password.

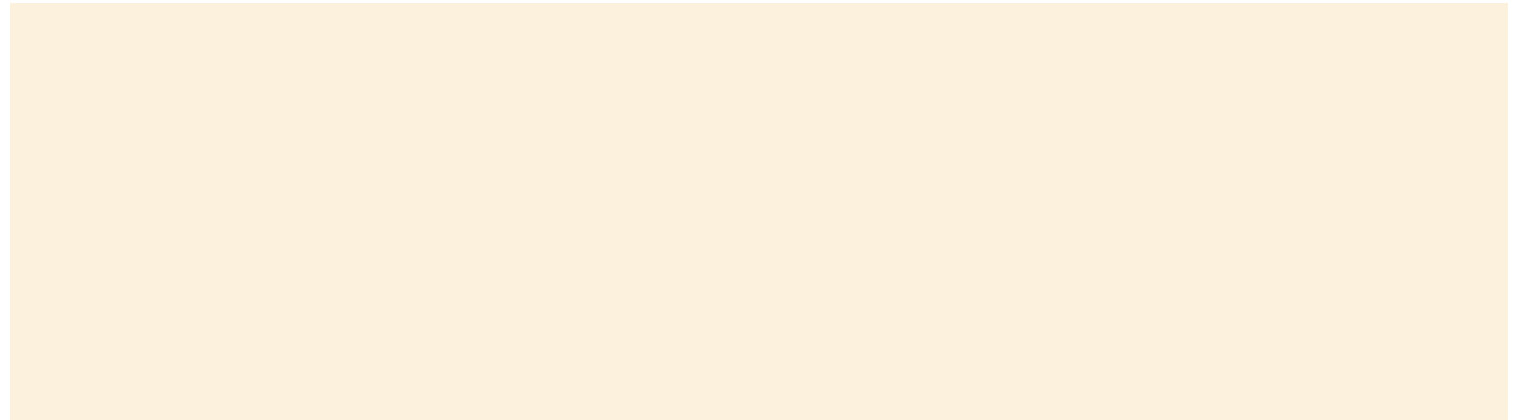
Control Panel URL: Username:

Password:

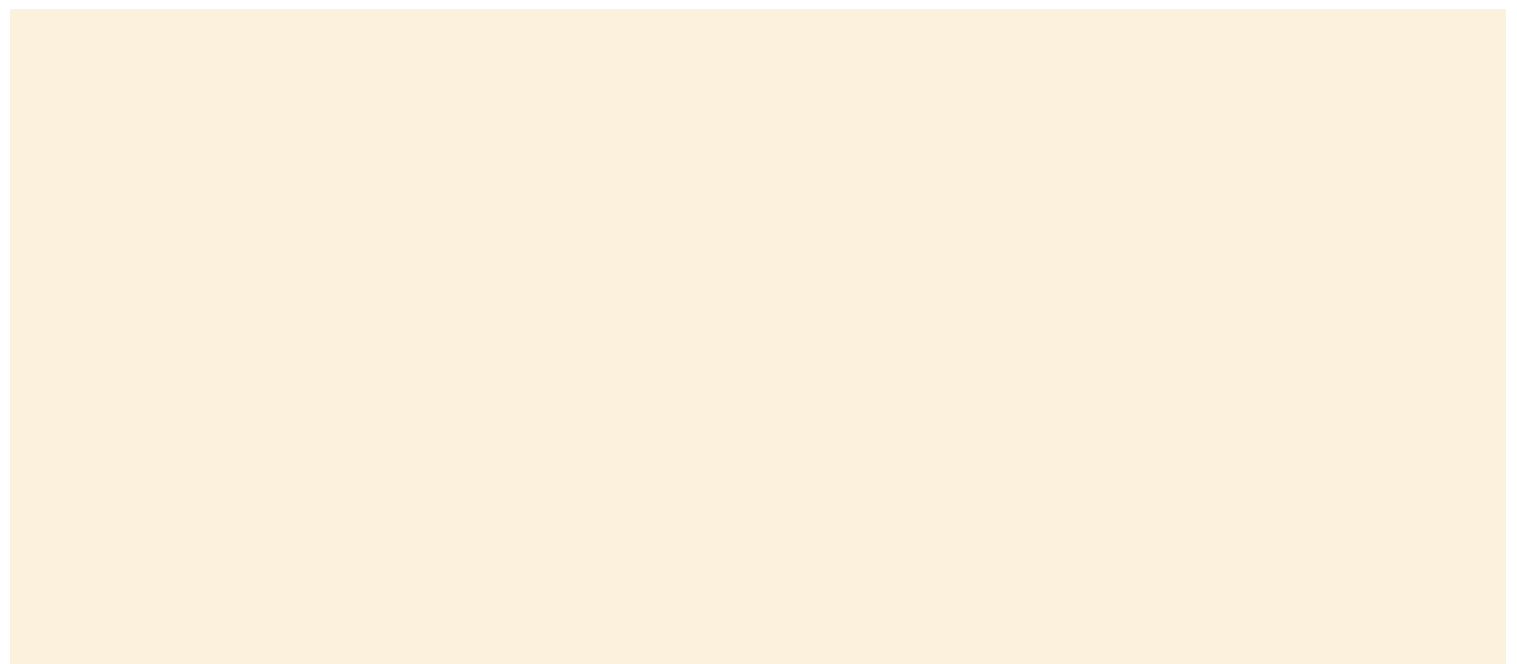
The following questionnaire has been developed to help us understand more about your business and the aspirations you have for it. Without good direction, we'll find it almost impossible to create websites that are on brand, on budget, and tailored to your target market. This is your opportunity to let us know the objectives you wish to achieve.

YOUR NEW WEBSITE

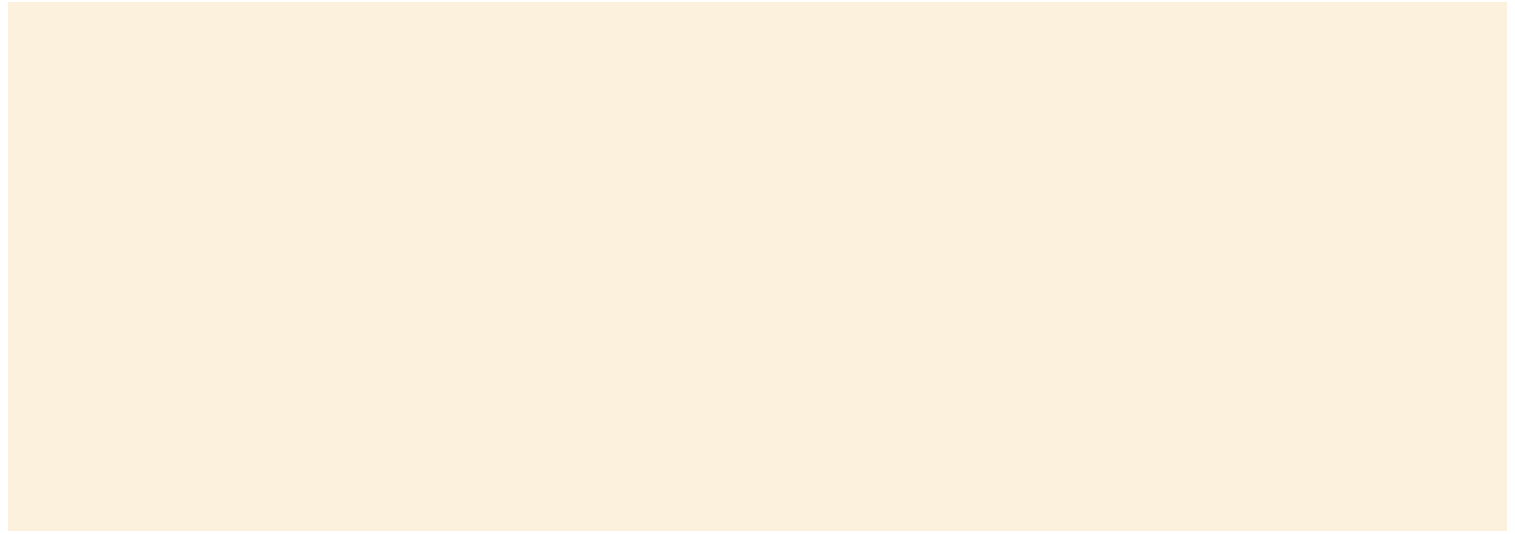
Who is this website for? Please describe your main target audience, in priority order. For example: *males aged 18-35, looking for a specific product type or service or manufacturing companies looking for components etc*



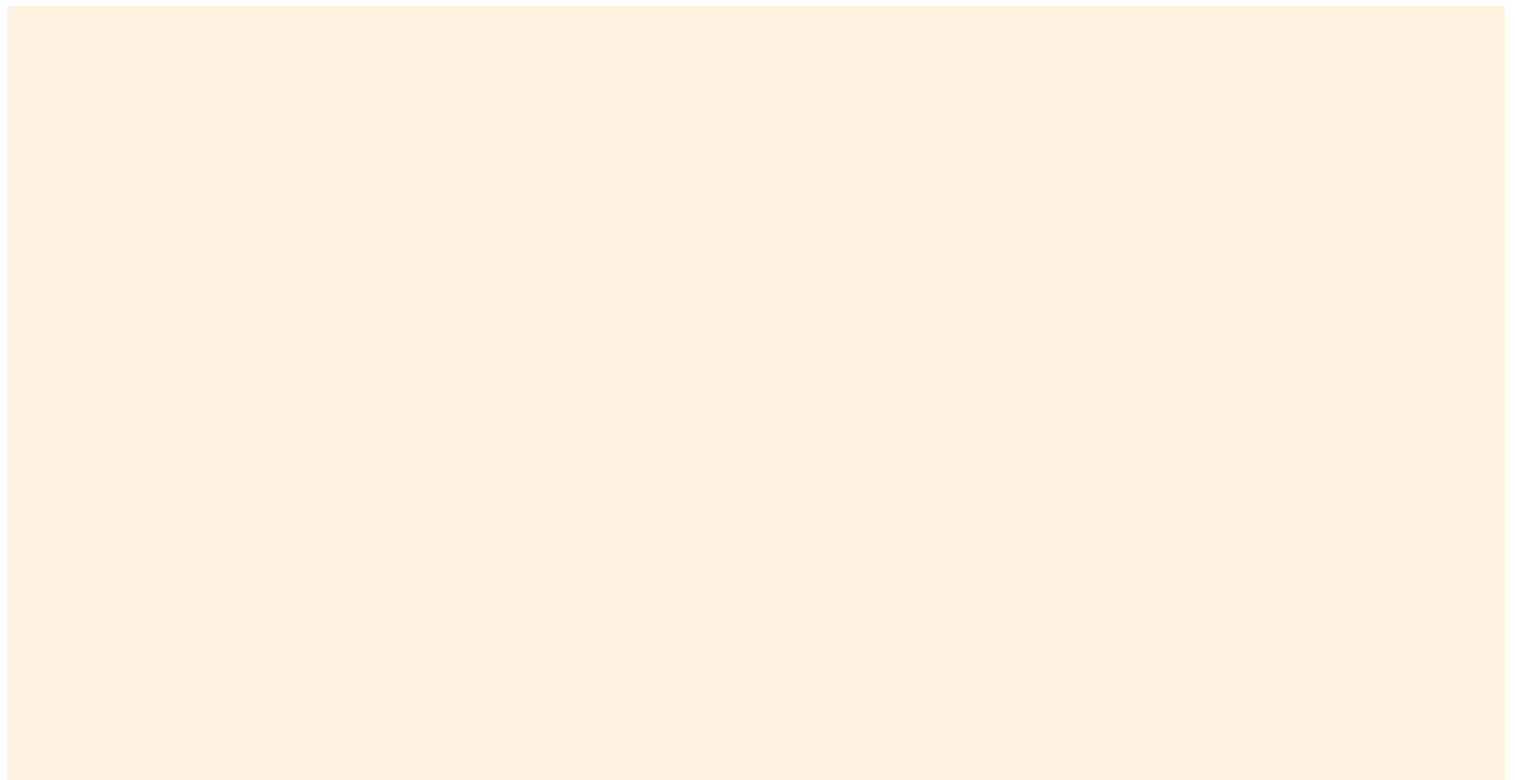
What information does a visitor to your site want to find? For example: product or service information, datasheets, specifications, videos, prices, FAQ's, Testimonials etc.



What would you like a visitor to do as a consequence of finding the information? For example: phone, live chat email, tweet, buy your product, sign up for news, download information...



On the homepage, what 'featured areas' would you like? We can create areas for key pieces of content on your homepage and replicate them throughout the site. These feature boxes are likely to be unique selling points (USPs) like quality, capability, delivery time or services you offer that your competitors don't, or simply an area of your business you wish to highlight. For example: a promotional offer, a low price, excellent customer service, booking calendar, downloads area etc.



Will your visitors have any special requirements? E.g. The target audience is partially sighted and will use screen readers, or target audience is military and will use older browser versions.

WEBSITE CONTENT - Menu structure

Do you have a menu structure in mind for the website? We need to understand the structure you have in mind to plan the type and position of menu. The web design will also be more realistic if we have the actual menu names visible. This can all be changed / tweaked later but it will provide us with a good idea of your intentions.

CONTENT

Are you able to supply us with copy text and data? (Ignore this question if you intend to order copy writing)

Yes No

Ordering copy writing If no, how is the copy being produce?

Are you able to supply us with vector logos and any pictures you wish to use?

Yes No

Please ensure you have the right to use any imagery you supply. Please do not just copy images you want to use from Google, Flickr etc without permission.

If you do not have any of the above logos and photography, we can offer logo design services /refreshes and photography. Or purchase stock photography, all of which carry an additional charge.

Please get in contact with us if you would us to provide an estimate for these services.

SOCIAL MEDIA

Do you have any social media accounts you wish to be linked in the website?
Please provide links.

LEGAL REQUIREMENTS

It is a legal requirement that your website displays registered company information and privacy policies for example. This website offers some practical advise. <http://www.ukwda.org/blog/is-your-website-legal>. You will be required to supply this information before the website is made live. Please ask if you require help gathering these together.

EMAIL

Do you currently have company email?

Do you know how this is provided?

If other, please provide details below:

WEBSITE CONTACT FORMS

Where should contact form emails be directed?

EXTERNAL SERVICES

Yes No

Office 365

G-Suite

Other

Do not know

Do you have any external services you wish to be integrated into the website? Such as MailChimp, HubSpot etc. Please provide details below:

Is there anything else we should be aware of?

Thank you...

Thank you for taking the time to fill in our website questionnaire. If you have any questions, please do not hesitate to phone us on 01642 712817.