



Teragram Web Design
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Website Worksheet

1. Domain Name:
 - a. Need? Type Needed? .com, .net, .org, .biz, other? _____
 - b. Have (specify)
2. Host:
 - a. Need
 - b. Have (specify)
 - c. FTP path to server:
 - d. Password:
3. Type of Website:
 - a. Information
 - b. Static Catalog
 - c. Retail
 - i. Shopping Cart
 - d. E-business Card
 - e. Organization Member site
 - f. Personal
 - g. Other
4. A brief description of your website:

5. Logo/Artwork (Branding):
 - a. Do you own the copyright to these materials?
6. Colors
 - a. CMYK (list)
 - b. RGB (list)
7. Anticipated number of pages:
8. Site Content/Organization:
 - a. Home
 - b. About Us
 - c. Contact
 - d. Content (approximate number of pages)
 - e. Information (approximate number of pages)
 - f. Will you be hosting a large number of pictures?
 - g. Other:
9. Site management:
 - a. Teragram Web Design Yes No
 - b. Site Owner Yes No
10. Will the site be fairly static or contain frequently changing content?

11. Contact information:

- a. Legal Name of Company:
- b. Business Email:
 - i. Have (list here)
 - ii. Need
- c. Physical Address on Website: Yes No
 - i. If yes, list address:
- d. Phone Number on Website: Yes No
 - i. If yes, list phone number:
- e. Fax Number on Website: Yes No
 - i. If yes, list fax number:

12. Need a Form: Yes No

- a. Opt in for newsletter, product announcements etc?
- b. To gather feedback
- c. To gather contact information

13. Notes: