



PROJECT ASSESSMENT FORM

In order to assess your web design requirements and provide you with a quote, please complete and submit the following questionnaire. Or, please feel free to call us at 949.705.7400

FIRST, TELL US ABOUT YOURSELF.

First Name: _____

Last Name: _____

Title: _____

Company Name: _____

Address Line 1: _____

Address Line 2: _____

City: _____

State/Province: _____

Zip/Postal Code: _____

Country: _____

Daytime Phone: _____

Evening Phone: _____

Email Address: _____

Please answer the following questions fully and to the best of your ability. The more details you can give us, the better we will be able to meet your needs and the more accurate our quote will be.

1. WHICH WEB PAGE ELEMENTS WILL YOU WANT TO INCLUDE ON YOUR WEB SITE? PLEASE CHECK OFF ALL THAT APPLY.

- | | |
|--|---|
| <input type="checkbox"/> Splash page/Flash intro | <input type="checkbox"/> Locations of / directions to our offices |
| <input type="checkbox"/> Directory | <input type="checkbox"/> Mission/Vision Statement |
| <input type="checkbox"/> Welcome/Main page | <input type="checkbox"/> Articles. QTY? _____ |
| <input type="checkbox"/> Classified Ads | <input type="checkbox"/> Job/Career Opportunities |
| <input type="checkbox"/> About Me/Bio/Profile | <input type="checkbox"/> Services. QTY? _____ |
| <input type="checkbox"/> Members-only or other password protection | <input type="checkbox"/> Products. QTY? _____ |
| <input type="checkbox"/> About the company | <input type="checkbox"/> Links to other web resources |
| <input type="checkbox"/> Encryption for security | <input type="checkbox"/> Workshops, classes, seminars |
| <input type="checkbox"/> Contact me/us | <input type="checkbox"/> On-line workshop registration |

continued



1. Which web page elements will you want to include on your web site? Please check off all that apply. (continued)

- On-line catalog and secure ordering
- Calendar or schedule of events
- Bulletin Board
- Photos/logo scanned. QTY? _____
- Database
- Animations
- Submit my site to search engines
- Real Audio/Video. QTY? _____
- Buttons that change when clicked
- Autoresponders. QTY? _____
- Software downloads
- Search your Website
- Site map
- Awards and recognition
- FAQ Frequently Asked Questions
- Policies & procedures
- Speaking engagements
- Client lists & testimonials
- Chat room
- Banner advertising

OTHER

2. Do you currently have a corporate logo and/or corporate image that you want to incorporate into the web site?

- YES NO

If you do have a logo, is it available to us in digital format (.JPG, .GIF, .TIF)?

- YES, available in digital NO, must be scanned

If you do not have a logo, do you want REVUP DESIGN to design one for your business?

- YES NO

3. Do you have photos you want included?

- YES NO

If so, are they available to us in digital format (.JPG, .GIF, .TIF)?

- YES, available in digital NO, must be scanned Combination

Approximately how many photos? _____



4. Do you prefer a particular color scheme? Do you lean toward warm colors (red, pink, orange, yellow, brown) or cool colors (blue, green, purple, lavender, black)? Do you prefer a softer, pastel look, or bright, vibrant colors? Earth tones? Neutrals (grays, taupe, white, beige)? Please describe, in as many words as you like, your preferences and ideas for your color scheme. If you don't have a preference, or would like to leave color choices to your designer, please indicate so.

5. Describe the nature of your business. If necessary, please attach an additional sheet to this questionnaire.

6. Describe what you intend this web site to do for your business.

Do you want to use it to attract clients?

Sell products and services via an on-line store?

Provide useful free information? Be a resource for others?

Become well-known in a particular industry?

Promote a business idea, charity, public service, association?

Knowing what you expect from your web site will help us create a functional design for you, so take some time to clarify your expectations. If necessary, please attach an additional sheet to this questionnaire.

7. Describe your target audience. Who are they? Are they current clients or new clients? What might they be looking for on your web site? What types of clients do you want to attract? It's important to be clear on who your audience is, so we can design the most workable solution. If necessary, please attach an additional sheet to this questionnaire.



8. Do you favor a conservative, very corporate image? Masculine or feminine image? Fun and playful? Bright and colorful? Soft and restful? Give us a description of the image you want to project. If necessary, please attach an additional sheet to this questionnaire.

9. Do you want animation effects on your web site, such as: buttons that look like they've been "clicked", quote of the day, scrolling marquee, etc.? Describe the animation effects you'd like to see. If necessary, please attach an additional sheet to this questionnaire.

10. Do you require special e-commerce functions such as: a client registration or other database; secure product order forms; on-line catalog of products; or other? Please describe. If necessary, please attach an additional sheet to this questionnaire.

11. Do you currently have a domain name for your web site (such as www.mysebsite.com)? If so, list the domain here.

If you do not have a domain name, please list your top 3 choices for domain names here, so we can check into availability.



12. Do you currently have a web hosting provider?

- YES NO

If so, please provide the following contact information for your provider:

Provider Company Name: _____

Contact Person: _____

Phone: _____

E-mail: _____

Do you want us to recommend or help you locate a provider?

- YES NO

13. Can you give us the web addresses for other web sites that give the same feeling you'd like your site to give? This will help us get an idea of your tastes and what you might be looking for. If necessary, please attach an additional sheet to this questionnaire.

SITE	WHY I LIKE IT

14. What is your timeframe for completing this project? Give us an approximate target date.



15. Do you currently have the content/text of the web site written and readily available in electronic format, or do you need to write the content or have someone else do so? (If the content is not ready to go today, this will impact the deliverable date and possibly the price. Please select one response below to describe your readiness with your site content.

- The content is 100% ready and available in 100% electronic format.
- The content is 100% ready, but in paper format only.
- The content is 100% ready, and is in some combination of electronic or printed format.
- The content is 50% or more complete.
- The content is barely started or does not exist at all.

Would you like a professional copywriter or editor to help you with content?

- YES NO MAYBE

16. Will portions of your website require frequent updating on a weekly or monthly basis? Features such as calendars/schedules, daily quotes, and so on do require that arrangements be made to perform regular site maintenance. Please indicate your expectations of web site maintenance by selection one of the options below.

- I will require weekly or monthly updates to my site and will want REVUP DESIGN to handle the updates.
- I will require weekly or monthly updates to my site and will handle the updates myself or have someone other than REVUP DESIGN do them.
- I will probably only require updates a few times a year and will contact REVUP DESIGN if I want assistance with the updates.

17. Additional information. If you have additional information to share with us regarding your ideas for your web site, please provide this information below. If necessary, please attach an additional sheet to this questionnaire.

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE. THIS INFORMATION IS CRITICAL TO OUR ABILITY TO PROVIDE YOU WITH AN ACCURATE PRICE ESTIMATE. WE WILL CONTACT YOU SHORTLY TO DISCUSS THE DETAILS AND PROVIDE YOU WITH AN ESTIMATE.