

Generalist Business Technology

Web Project Information Sheet

Please complete as much information as possible and also note any questions you have.

Business Information	
Company name:	
Address:	
Postal code:	
Phone:	
Mobile:	
Email address:	
What does your company do?	

Current Web Site Information	
Do you own a Domain Name?	
Do you have current Hosting?	
Do you have a current site?	
Have you looked at other sites you like?	

Company Information	
What is your unique selling point?	
What words do people use to Google you?	
Do you have a market advantage?	
Do you have testimonials?	

Purpose of Site - Select Multiple	
Build brand awareness	
Customer/Membership contact point	
Update Company image	
Promote products & services	
Sell products & services	
Other	

Target Markets	
Businesses	
Consumers	
Others	

Features required	
Registration form	
Online forum/blog	
Database	
Video Streaming	
Downloads	
Customer/Member login	
Store with shopping cart	
Online payment	
Image Gallery	
Newsletter system	
Maps	
Social Network Integration	

Who will provide Resources & Content?	
Company Logo	
Company Images	
Other Company Artwork	
Text and Information	
Graphic Design	

Styling	
Do you have a style sheet?	
Do you have preferred fonts?	
Do you have preferred colours?	