Website Worksheet

Account No	Account Name	Contract Number	Landing Page ID	Book / Year
Sales Rep Name	**Sales Rep Number**	**Customer Name**	**Customer Phone**	**Customer Email**

FOR PRODUCTION USE ONLY – LABEL AREA

Domain Name Information

Domain Name

Is this an Upgrade from a current LocalEdge ProSite? ◯ YES ◯ NO

Technical Customer Contact Info for Domain Name Processes **(if different than Customer Contact Info above)**
Name: Phone: Email:

Select Domain Name Type

◯ **New Domain Name – EPURL**

Choose this option if the customer needs a new Domain Name for their Website.

Sales: Please order the EPURL on the advertising order. The Domain Registration Check should show that the Domain Name is Available.

| Domain Name: | www.localedge2.com |
| Submit |
| Domain is available |

◯ **Customer owns Domain Name but Transferring to HMS – EPURL**

Authorization Code: _____

(Customer must contact their Registrar and unlock their Domain Name and provide the authorization code.)

This option is NOT recommended for customers who have domain-based email (ex. info@localedge.com is domain based email to localedge.com). A customer may need to transfer their Domain Name to us if their current Registrar will not allow the customer to continue to utilize their services.

Sales: Please order the EPURL on the advertising order. The Domain Registration Check should show that the Domain Name is Not Available.

| Domain Name: | www.localedge.com |
| Submit |
| Domain is not available |

◯ **Customer owns and is Keeping their Domain Name – ECURL**

Registrar: _____

(Customer must provide who the Registrar is of their Domain Name.)

This option IS recommended for customers who have domain-based email (ex. info@localedge.com is domain based email to localedge.com). Customers who choose this option must have their Domain Name registered with a Registrar that will allow the customer to update their DNS settings (ex. GoDaddy or Network Solutions).

Sales: Please order the ECURL on the advertising order. The Domain Registration Check should show that the Domain Name is Not Available.

| Domain Name: | www.localedge.com |
| Submit |
| Domain is not available |

Website Worksheet

Standard Website Information

Site Name: **Please indicate what you would like the name of the Website to be.**	Selected Theme: **Website Standard: Select theme.** **Website Advanced: Select 'ADVANCED'. Be sure to also fill out ADVANCED WEBSITE ONLY section.**	Site Logo Barcode – Optional: **Recommended: Transparent background image with approximate dimensions of 200px W x 100px H.**

Site Notes

Rotating Header Barcodes (3-5) – Optional
Recommended: Horizontal image with approximate dimensions of 900 px W x 200 px H

(Note: If none supplied Artist Discretion will be used)

Site Options:
Include Blog (SMM Customers Only)

Include E-Commerce (Customer PayPal Email Address) _____

Business Information (Address/City/State/Zip/Phone #)
(Used for 'Map' if selected. Will also appear on Website..)

Specials (Call To Action)

Footer
Include information to be used in the footer of your website

Include SMM Links (SMM Customers Only)

ADVANCED WEBSITE ONLY		
Name 3 Sites that the customer likes and WHY:	**Best Time To Contact Customer:** (EST)	
1: URL:	**Logo Instructions:** (Where do you want the logo placed?)	
WHY:		
2: URL:	**Background Instructions:** (Any particular color scheme?)	
WHY:		
3: URL:	**Other Info:** (Why do you want a Website Advanced?)	
WHY:		

Website Worksheet

Home Page

Note: Be default the Home page will include the Landing Page Video.

Text – *Indicate all text that is to be included on this page.*

Images – *Indicate Image Barcodes or reference where to pick up artwork from for images to be included on this page.*

Layout/Formatting Instructions – *Indicate any layout notes or formatting instructions. If no Layout/Formatting Instructions provided Artist Discretion will be used.*
Example – align all images to the right and word wrap text around them
Example – split text into two column table

Website Worksheet

Content Page - Additional Page

Page Name: _____   **Main Navigation   Sub-Page to** _____

Text – *Indicate all text that is to be included on this page.*

Images – *Indicate Image Barcodes or reference where to pick up artwork from for images to be included on this page.*

Layout/Formatting Instructions – *Indicate any layout notes or formatting instructions. If no Layout/Formatting Instructions provided Artist Discretion will be used.*
Example – align all images to the right and word wrap text around them
Example – split text into two column table

Website Worksheet

Content Page - Additional Page

Page Name: _____   **Main Navigation   Sub-Page to** _____

Text – *Indicate all text that is to be included on this page.*

Images – *Indicate Image Barcodes or reference where to pick up artwork from for images to be included on this page.*

Layout/Formatting Instructions – *Indicate any layout notes or formatting instructions. If no Layout/Formatting Instructions provided Artist Discretion will be used.*
Example – align all images to the right and word wrap text around them
Example – split text into two column table

Website Worksheet

Content Page - Additional Page

Page Name: _____   **Main Navigation   Sub-Page to** _____

Text – *Indicate all text that is to be included on this page.*

Images – *Indicate Image Barcodes or reference where to pick up artwork from for images to be included on this page.*

Layout/Formatting Instructions – *Indicate any layout notes or formatting instructions. If no Layout/Formatting Instructions provided Artist Discretion will be used.*
Example – align all images to the right and word wrap text around them
Example – split text into two column table

Website Worksheet

Content Page - Additional Page

Page Name: _____   **Main Navigation   Sub-Page to** _____

Text – *Indicate all text that is to be included on this page.*

Images – *Indicate Image Barcodes or reference where to pick up artwork from for images to be included on this page.*

Layout/Formatting Instructions – *Indicate any layout notes or formatting instructions. If no Layout/Formatting Instructions provided Artist Discretion will be used.*
Example – align all images to the right and word wrap text around them
Example – split text into two column table

Content Page – Contact Us (Optional)

Choose a layout for the Contact Us Form.

'B' Contact Form

'C' will be Map & Directions

A:

B:

   Include Contact Form
   Email Address Forms should go to: _____
   (Name/Phone or Email/Comment fields are the Default fields –
     Indicate if you would like different fields than this – (Ex – "Also include an Address field"))

C:

   Include Map (Info pulled from Business Information – only if Address is provided)

Image Gallery (Optional)

Page Title:

    Main Navigation   **Sub-Page to**

Upload 5-10 images to the Talking Art Center and include the barcode numbers for the Image Gallery.

RSS Blog Feed - Non-SMM Customers (Optional)

    Main Navigation   **Sub-Page to**

http://www.

FAQ Page (Optional)

Page Title:

Main Navigation   **Sub-Page to**

Q:
A:
Q:
A:
Q:
A:
Q:
A:
Q:
A:
Q:
A:
Q:
A:
Q:
A:
Q:
A: