



Web Hotline Questionnaire

Company Name	Account Number	Contract Number	Landing Page ID #
Sales Rep Name	Sales Rep Phone	Sales Rep Email	Book Code (Office)
Customer Name	Customer Phone	Customer Email	Alternate Contact

Standard Site Information - MANDATORY
To be filled out by Web Design & Sales

**FOR PRODUCTION USE
 ONLY – LABEL AREA**

Site Name	
Domain Name	
www.	
Domain Type	
New	
Technical Customer Contact for Domain Name Processes <i>(if different than Customer Contact Info above)</i>	
Transfer Auth Code: _____	
Customer Keep Registrar: _____	
Name:	Phone:
	Email:

STANDARD ONLY	Theme:
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CUSTOM / ADVANCED ONLY	Base design off current site. URL: www.
	Additional Design Notes:

Reference Sites:	
1: URL:	
WHY:	
2: URL:	
WHY:	
3: URL:	
WHY:	

Other Information/Site Notes:	
Additional Details or Barcodes: <i>(Web Design)</i>	Additional Details or Barcodes: <i>(Sales)</i>



Web Hotline Questionnaire

Logo:

Do you have a logo: Yes No

Do you have specific colors/style guide: Yes No

Additional Details or Barcodes: *(Web Design)*

Additional Details or Barcodes: *(Sales)*

Existing Content:

Are we pulling content from current site: Yes No

URL http: // www. _____

Are there any restrictions/layout guidelines/inaccurate information on current site we should be mindful of: Yes No

What don't you like about your current site that we should be mindful of when designing:

Do you have brochures/written content we can use: Yes No

Is New Content needing to be created for this site?: **(If 'No', Web Design is complete with Questionarie)** Yes No

Additional Details or Barcodes: *(Web Design)*

Additional Details or Barcodes: *(Sales)*

New Content Gathering Questionnaire - To be filled out by Web Design & Sales

Home Page:

What is a current Special or Call to Action about your business (Ex. "Call us Today For..")?

What is the purpose of the business, what service/product does It provide to its customers?

What sets you apart from your competitors and why?

Additional Details or Barcodes: *(Web Design)*

Additional Details or Barcodes: *(Sales)*



About Us:

In what year was your business founded?

Is there any information about the history of your business that you would like to include?

Do you have any Certifications (ex. bonded and insured) or are a member of any organizations (ex. BBB)?

Additional Details or Barcodes: *(Web Design)*

Additional Details or Barcodes: *(Sales)*

Services: (For a Service based business)

Products/Services Details (Ex. Describe set-up, service, and clean-up):

What is the advantage to purchase the service from you versus your competitor?

Additional Details or Barcodes: *(Web Design)*

Additional Details or Barcodes: *(Sales)*

Products: (For a Product based business)

How does the customer benefit from purchasing your product?

What are your products major selling points?

What brands to you carry?

Additional Details or Barcodes: *(Web Design)*

Additional Details or Barcodes: *(Sales)*

Contact Us:

Do you want a Contact Us Email Form (Fields are Name/Phone/Email/Message)? Yes No

Email _____

Do you want a Map displaying showing your Location? Yes No

Is there any other Contact Information you would like do display (Fax Number, Business Hours, emergency services contact):

Payments Accepted:

Additional Details or Barcodes: *(Web Design)*

Additional Details or Barcodes: *(Sales)*



Additional Site Options & Additional Content - To be filled out by Sales

Rotating Header Barcodes: (Upload 3-5 Images to the Art Center and note the Barcodes numbers below - If none supplied Artist Discretion will be used -- Recommended horizontal images with approximate dimensions of 900 px W x 200 px H.)

Empty box for Rotating Header Barcodes

E-Commerce

Customer's PayPal Email Address: _____

Image Gallery: (Upload 5-10 images to the Art Center and note the Barcodes numbers below.)

Empty box for Image Gallery

RSS Blog Feed: (Non-SMM Customers.)

http:// _____

Additional Content:

Table with 2 columns: Page Name: Content: and Image Barcodes or Layout Notes:

Additional Content:

Table with 2 columns: Page Name: Content: and Image Barcodes or Layout Notes:

Additional Content:

Table with 2 columns: Page Name: Content: and Image Barcodes or Layout Notes:

Additional Content: FAQ Page

Table with 2 columns for Q: and A: pairs