

*I N S I G H T*  
***SambunoMEDIA***  
*CLIENT WEB DEVELOPMENT QUESTIONNAIRE*

The more information that you can supply us with in this worksheet, the more informed and useful our response will be to you. Don't worry if you are not sure of all the details we will be happy to work with you to hone in on what functionality will best suit your needs! If you have any questions, please don't hesitate to contact us.

**WEB DEVELOPMENT PROJECT QUESTIONNAIRE:**

What is the nature of your business?: Briefly describe your products or services:					
Who is your target market? Who are you hoping to reach with your site?					
List the Navigation links for your Site					
Are there any other comments/specific ideas we should keep in mind while designing your project?					
Name:		Company:		Email:	
Address:		City, State, Zip:			
Telephone:		URL:			
What is your company address?					
What is your company Phone Number					
What do you NOT want on your site in terms of text, content, etc.?					
Do you have a logo? If yes, please provide it:					
<p>Customer/client interactivity are those functions that allow site visitors to submit or retrieve information from your web site. These solutions are a great way to open and maintaining communications between your company and potential or existing customers and clients. You can collect data and generate usable information through mailing lists, catalog requests, forums, and more.</p> <p>Information is key to understanding your user-base and remaining competitive. All features are fully customizable to your business needs. If you feel your project requires a feature not listed, please specify and we will be happy to discuss your ideas.</p>					
Information/Request Forms	Searchable Database	Discussion Forum	Customer Survey/Polls	Registration/ Customer Log-in	Calender of Events
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard pages on a web site usually consist of: About Our Company, Customer Service Information, Privacy Policy, Products and Services Overview, Contact Information, etc.					
Other ideas:					

**FILL OUT AND EMAIL OR FAX BACK TO US. THANK YOU :)**

**WEB DEVELOPMENT PROJECT QUESTIONNAIRE:**

We offer a Web enabled administration system which empowers the client to manage their web site's content in-house using their Web browser. Is this feature of interest to you?

- Yes, it's a must-have!
- No, not necessary - products/content will not need to be changed often.
- Undecided, need more guidance.

Samples of your promotional and printed materials are very helpful to us.

In order to assist you in producing the most effective Web site for your company, we would like to know more about your current and future marketing strategies, your business philosophy, your products or services, and plans for the future of your company.

What are the present methods of advertising and promoting your company?

- Newspaper Ads
- Magazine Ads
- Radio Advertisements
- Direct Mail
- Rely on word-of-mouth
- Telephone Directory

What is your budget for the design and development of your site?

- \$1,000 - \$3,000
- \$3,000 - \$6,000
- \$6,000 - \$10,000
- \$10,000 - \$15,000
- \$15,000 - \$25,000
- \$25,000 - \$35,000
- \$35,000 - \$45,000
- \$45,000 -

Will your company be selling products on your web site?

What will you be selling?

Will you authorize credit card payments at the time the order is placed, or manually?

How often do you foresee needing to update your site?

- Hourly
- Daily
- Weekly
- Biweekly
- Monthly
- Seasonal
- Yearly

What type of updates do you foresee changing? (i.e: texts, content, pictures, etc)

**Customer Service Options:**

Please select additional features you may wish to have on your site...

- Customer Log-In (remembers user details, i.e., name, shipping address, preferences, etc.)
- Cross Selling/Listing & Recommended Items ("Customers who purchased this, also purchased ..." "If you enjoyed this article, please see...")
- Gift certificates (selling online and accepting as payment)
- Discount or coupon codes for promotions, wholesale or special customers.
- Gift or date reminder (sends e-mail on specified date)
- Gift Registry (bridal or baby shower, special events)
- Sending virtual postcards or virtual flowers.
- Real-time credit card authorization.
- Package tracking with UPS and/or FED-EX
- User product reviews and/or content submission.
- Printer friendly page versions.
- Banner Advertisement.

**IF YOU NEED MORE SPACE OR YOU HAVE MORE IDEAS, YOU CAN ATTACH MORE PAGES**

**FILL OUT AND EMAIL BACK TO US. THANK YOU :)**

**WEB DEVELOPMENT PROJECT QUESTIONNAIRE:**

Please provide a summary of your website below, also include what you want your website to do.

Sambunomedia

**EMAIL OR FAX BACK TO 1.888.622.9037**

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