

Merrittenterprizes.com

2119 Valerga Dr. #5

Belmont Ca. 94002

Phone: 650-240-6339 (Home) 650-592-1188

Email: wcm@merrittenterprizes.com

Website Planning Worksheet

This worksheet is designed to help you start thinking about what kind of content your web site will need. It will also help us understand your message as we work together to build a web presence for your business.

About you

Name:

Organization/Business:

Email:

Home #:

Cell #:

Present web site URL (if any):

Purpose

Give the most important purpose a "1", next most important a "2". Leave those blank which do not interest you at all.

To gain a **favorable impression** of the company or organization.

To develop a qualified **list of prospects**

To **sell products/services directly** taking credit card information over the Internet

To encourage potential customers to **contact you** to consummate a sale.

To make available **product information and price lists** to distributors.

To make available **product information and price lists** to customers.

To strengthen **brand identification**.

Other

Site Organization and Content

Please place a check mark next to the pages you think you'll need.

Home page

About

Contact

Blog

News

Shopping cart

Gallery

Testimonial

Links

Other

Have you visited other web sites that you would like to incorporate the design elements into your site? List these sites below

Domain and Hosting

Domain Name

It must be registered through approved a domain registration service before you can use it. (A domain name is the URL of your web site such as www.merrittenterprizes.com.)

Domain name

Desired

Already Registered

Web Hosting Service

We are not a web hosting business. We recommend to our clients web hosting services tailored to their specific needs. If you have a preference or already have a Web Hosting Service, please list this service here. Note that your current web hosting service may not be suitable for your new site and its applications.

Web Hosting Service:

Hosting Plan:

Header Graphics

It is very helpful if you will include a copy of your company's letterhead, brochures, catalog, etc. so we can see how you present your company image.

Do you have a **company logo**?

Do you have **photos or graphics** we can use to build your header?

Typeface

(if you don't already use a specific typeface, leave this blank)

Preferred **colors**

Other ideas

Photos, Graphics

Our contract includes a statement that you own the copyright to, or have permission from the copyright owner to use any photos or graphics you send us.

- **Company Logo** We can design you a logo if you don't have one or use your current one.
- **Clipart, Graphics** High resolution images only, 300 to 700 dpi.
- **Photos** you supply either by sending the photos themselves for us to scan and return, or by sending the digitized images via email or any other storage medium.
- **Stock photos** obtained from istockphoto.com. We can help you obtain photos from this source billed at our hourly rate.

We hope to work with you to build the perfect web site for your business or organization. Please submit this form using the submit button below, or attach this document in an email addressed to; wcm@merrittenterprizes.com. You can also print this form and send it via postal mail to; W.C. Merritt, 2119 Valerga #5 Belmont Ca. 94002