

# FREELANCEALOT'S WEBSITE QUESTIONNAIRE

We prefer to quote for specific projects rather than have standard package prices. With the information below we will be able to provide an estimate for a bespoke website that will be realistically priced, and which will be one of a kind.



Please read the notes on Page 3, then answer the following questions by circling either Yes or No as appropriate, then fax to +44 (0)870 432 1565 or e-mail to info@freelancealot.co.uk.

Name: \_\_\_\_\_ Tel/E-mail: \_\_\_\_\_

## Section One

1. Are you providing the text / copy? Yes / No
2. Are you providing a logo? Yes / No
3. Are you providing images? Yes / No
4. Do you already have web space [Hosting]? Yes / No
5. Do you just want your site to be a point of contact [e.g. online business card]? Yes / No
6. Do you already have a domain name registered? Yes / No

## Section Two

7. Do you want to sell straight from the web site [eCommerce]? Yes / No
8. Do you have a lot of information or photos? Yes / No
9. Do you want to have a contact e-mail form [Script]? Yes / No
10. Do you want a search facility or weblog [Script]? Yes / No
11. Do you want background music or sound effects? Yes / No
12. Do you need web space [Hosting]? Yes / No
13. Do you need a domain name [.com, .co.uk, etc.]? Yes / No
14. Do you want a POP e-mail account with your domain name? Yes / No
15. Do need someone to run your website for you? [Webmaster] Yes / No

Use the space below to describe what you want your website to do for you and any ideas with regard to the colour, design, overall image you have in mind. Also, what functions/scripts, if any, you want to include on your site, ie a guest book, 'search this site', password protected pages, forums, web blogs, etc.

What does your organisation do? (eg business - brass widget maker; bowling club; pub, artist, etc)

Design Notes: Colour Scheme / Design ideas / Example sites:

Functions / Scripts to be included: (Do you want to be able to update parts of the site yourself, for example?)

General Description:

**Send me an Estimate!**

[Please make sure you include your e-mail address or phone number, we may also need to contact you for additional information in order to give you an accurate estimate.]

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## Notes:

**Hosting** provides you with web server space to hold your web pages and serve your e-mail.

**Webmaster services** include updating and maintaining the web site. Checking links are up and running. Submitting your site to search engines and directories, researching and implementing of complementary links with other web sites. Setting up new e-mail addresses.

**Scripts** add interactivity to your site, eg. a forum, guest book, members-only customer-support ticket system. We work mainly with CGI and PHP scripts (and use MySQL databases).

**POP e-mail** gives you the ability to send and receive messages from your e-mail address ie yourname@yourdomain.com in your usual e-mail software, eg Outlook, Outlook Express, Eudora, Entourage, etc.

**E-mail forwarder** is where messages sent to your e-mail address, eg yourname@yourdomain.com get forwarded to your present e-mail address eg yourname@yahoo.co.uk, yourname@hotmail.com.

**eCommerce** refers to the act of selling directly from your website. You will either need a merchant account (ask your bank for details) or you can use an online secure service such as Worldpay, Paypal (<https://www.paypal.com/uk/>) or Nochex (<http://www.nochex.com>).

### Design Notes:

We could base the design of your Virtual Flyer or website around your logo or the subject matter of your organisation, or let us know if you have a specific colour scheme or layout in mind.

Listing a few sites that you like (giving full url, ie. [www.thisdomain.co.uk](http://www.thisdomain.co.uk)) and saying why you like them can also help us to get it right.

### General Description:

If possible, include the number of pages/sections you estimate you need, as well as an idea of the number of pictures/photos to be included in the site, eg. 'I want to include a picture of each of my 100 products, like my catalogue and my contact details' or 'I just want a couple of photos/images of the team on the main page, a page with a small biography on each of the 11 players with a thumbnail photo, and 'latest news' page.'

If you answered mainly **Yes** in **Section One** and **No** in **Section Two** then we can offer you a one page 'Virtual Flyer' for £100.

Otherwise you should aim for at least a five-page website. We design five-page websites starting from £350.

We also provide Hosting and Domain Name registration services.

We can adapt content from your brochures, design a logo, supply images, scan documents and pictures. Please say in your description whether you require any of these services.

We can tailor our website services to your needs. Tell us what facilities you already have and whether you need someone to look after the site for you. You may already know how to edit HTML and to ftp pages to the www, in which case you could have ftp access to update and publish your own pages.

**Any additional services requested will be included in our estimate.**