

Thank you for considering Willow Media Group for your project.

This worksheet is used so we can determine if the unique aspects of your project align with our capabilities and availability. It is also designed to enhance communications between the designer and our clients. By completing this worksheet you are providing the critical information needed to create your site design. Think of this document as a business plan for your website. The more information you can give us, the better we'll be able to respond. Answer each question in a clear and concise manner, and skip any questions that don't pertain to your project. The more detail you give us, the better we'll be able to help you. Because each member of your team may have a different vision for the project, we recommend completing this worksheet as a group. That way we won't miss any important opinions. We realize it's quite a bit to ask of you up front, but those that go on to become Willow Media Group clients often tell us it's a worthwhile exercise.

You can email your completed worksheet to: info@willowmediagroup.com

-or- you can print it out and mail it to:

Willow Media Group

PO Box 321

Loyalton, CA 96118

If you have any questions please call: 530-249-6930 or send us an e-mail.



Website Info Worksheet

Office Use Only
Rec'd:
SR#:
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General Information (please print or type)

Name	
Business Name	
Address (mailing)	
Address (business location)	
City, State, Zip	
Telephone	
Fax	
E-Mail	
Will you be responsible for managing the site on an ongoing basis? If not, who will?	

Membership Listing Information

If your business is located in Plumas, Sierra, Solano, or Lassen County, a one year free membership on our Discover County site is included in your website package.

Would you like to take advantage of this exciting offer? Yes No N/A

If you chose yes, please fill out this section. If you chose No or N/A, please skip the rest of this section.

Discover County Site	<input type="checkbox"/> Plumas <input type="checkbox"/> Sierra <input type="checkbox"/> Solano <input type="checkbox"/> Lassen
Town Page	
Type of Business	
Would you like us to list your	<input type="checkbox"/> mailing address or <input type="checkbox"/> business location address

Timeline

In order to keep the flow of work required to complete your site we will need to work out a timeline. This timeline will contain deadlines for you to send in your items and for us to complete each section of your site. The timeline will be written into the proposal portion of your contract. Answer these questions as accurately as you can. Please give us 15 business days to review your worksheet, write up the contract, and obtain signatures before you plan to start.

By what date do you expect the project to start? (You must send us your preliminary items by this date so we can start working on the layout of your site)	
How long will you need to gather items for each page of your site? (One week, two weeks, a month, etc.)	

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Company Details

Company Tag Line or slogan	
How long have you been in business	
Does your company have any registered trademarks, trademarks, and service marks you want to include at the bottom of your pages?	

Host and Domain Name

A Domain Name must be registered through a domain or web hosting service and approved by a domain registration service before you can use it. You will also need to register with a hosting service before we can put your site on the internet. Willow Media Group can provide hosting and domain registering for \$65.00 a year.

Do you already have a registered Domain Name?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you already have a host server?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you like Willow Media Group to provide your hosting and domain registration?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Package

Please choose the package that you are interested in.

<input type="checkbox"/> Budget - \$349	Included: 2 Custom Pages, 1 Contact Page, 1 Revision Additional pages: \$199 each Payment Plan: 2 easy installments
<input type="checkbox"/> Standard - \$799	Included: 5 Custom Pages, 1 Contact Page, 3 Revisions Additional pages: \$99 each Payment Plan: 3 easy installments
<input type="checkbox"/> Small Business - \$1,199	Included: 10 Custom Pages, 1 Contact Page, 5 Revisions Additional pages: \$79 each Payment Plan: 3 easy installments

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Masthead Graphic

This is the banner that will be at the top of your pages.

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

Please check what you would like to be included on your masthead graphic:

<input type="checkbox"/> Company Logo	<input type="checkbox"/> Photo(s)
<input type="checkbox"/> Drawing(s)	<input type="checkbox"/> Graphic(s)
<input type="checkbox"/> Preferred colors:	<input type="checkbox"/> Additional text:

Website Details

How many pages of content are you going to need?	
List the names of the pages (navigation) that you would like to have in your site:	
What type of look are you trying to achieve? (e.g. high-tech, conservative, warm, flashy, humorous, etc.)	
Do you have any images for use in the design of your site? If not, can you offer suggestions of what you type of imagery you feel would be most suitable for your website:	
Do you have any colors in mind for your site?	
Does your plan include media-intensive components such as video, audio, and/or flash content? We charge a \$45 fee for each item. List the items you plan to include.	

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Link

May we include a link at the bottom of your pages which reads "Site Designed by Willow Media Group"? (you are under no obligation to say yes)

Yes No

Additional Comments: