



## Web Development Questionnaire

*The answers to the questions below will greatly assist in aligning our solutions to your particular business needs/objectives. Kindly answer to the best of your understanding. Thank you!*

1. Why? What are the objectives in designing your site
  - a) Lead generation
  - b) ecommerce
  - c) Information resources
  - d) Branding (or re-branding)
2. What are your products and services?
3. What is/are your business process? Do you intend to automate any part or all of the process?
4. What is/are your unique selling proposition that gives competitive advantage?
5. What proprietary services do you want your website to offer?
  - a.
  - b.
  - c.
  - d.
6. What information do you want to collect from your visitors?
7. What information should be made available to current and potential customers on the web? *Customer services, products and services, news and announcement, papers and publications etc?*
8. Any reference website? What have you seen at other sites that you'd like to incorporate? (Give website address)

9. Do you have a budget for this project? *A website should not be viewed as an expense but investment – ROI, reduce business costs and increase efficiency*

10. Do you have brochures or other information in digital copy that would help us with your site's content?

Yes

No

11. What components would you like? Tick all that apply.

Product/Service Info

Links

Guestbook

About Company

News

*Discussion Forum*

FAQ's

Flash Animation

Video

*Shopping Cart*

Survey/Poll

Audio

Database Functions

Banner Ads

Site Stats

*Chat*

Graphics

Feedback/Enquiry form

Others:

12. By what date would you like to launch your site?

13. How often will you make changes to your website?

1. Weekly

2. Monthly

3. Quarterly

4. Others

14. Will you employ someone in-house or outsource the updating?

1. In-house

2. Outsource

15. What is your preferred/current domain name ?

16. What are your email requirements? 5-10; 20 – 50; 50 -100; 100 – 500; unlimited.

17. Company and contact information:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address of Business: \_\_\_\_\_

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