



Website Survey

Information

Business name: _____ **Contact person:** _____
Business phone: _____ **Contact home phone:** _____
Fax: _____ **Contact cell phone:** _____
Business email: _____ **Contact email:** _____
Business address: _____

Set Up

1. Do you already own your domain name(s)?

YES I do. It is:
www._____._____
What company did you buy it through? _____
Username: _____
Password: _____

NO I don't own one yet. This is what I'd like it to be:
www._____._____
Is it available? YES NO I don't know

2. Do you have a hosting plan yet?

NO, I need help with that.

YES Company name _____
Username: _____
Password: _____

3. Would you like to have tracking statistics for your website? (Google analytics)

NO YES I'm not sure

4. Do you want email addresses? (me@mydomainname.com)

NO

YES #1 _____@mydomainname.com
#2 _____@mydomainname.com
#3 _____@mydomainname.com
More?

5. Do you have a Google account? *If you answered yes to #3 or #4 then you will need one.*

NO, please set one up for me.

Email: _____

Name that people will see when you send them an email: _____

Street address: _____

Phone: _____

YES Username: _____

Password: _____

I'm not sure

6. What should we make your password for these new accounts that we're making?

I don't care, Gibbs Graphics can make one up and tell me later.

I'd like it to always be this: _____ (must be at least 6 characters and use at least one letter, and one number)

Function

7. What pages do you want your website to have? *These tabs could be along the top and/or along the side.*

8. Do you want to edit text and photos on your website yourself?

NO YES I'm not sure

9. Would you like to use a system to easily manage an email lists so you can send emails or newsletters to customers?

NO YES I'm not sure

10. Do you want to incorporate social networks? (Twitter, Facebook)

NO I'm not sure YES: _____

11. Will you be selling stuff that requires accepting credit cards and/or PayPal?

NO YES I'm not sure

12. What other features would you like on your website?

Rotating banner slide show

Photo gallery

Contact form

Blog

Videos

Custom webform

Blog comments

Animation (flash or jQuery)

Member login

Design

13. What style or feeling do you want to portray? Check all that apply or write your own.

fun, adventurous, whimsical, sturdy, simplistic, contemporary, new age, new/ground breaking,
 warm, speedy, vibrant, high tech, earth friendly, elegant, peaceful, bold, personal/handmade,
 established/has longevity, clean/easy to navigate

14. Do you have photos/images to use or do you need them?

Yes, I will supply photos/images No, Gibbs Graphics should take photos or come up with photos/images

15. What colors do you want to use?

I don't have a preference, let Gibbs Graphics make suggestions

I want to use specific color(s): _____

I want to avoid using specific color(s): _____

16. If you think it would be helpful you may list a few websites that you like.

Search Engine Optimization

17. Describe your business in 10-20 words:

18. Write the 5 most important short (1-5 words) phrases that you would like to see your site appear on top of search engines for:

19. List other keywords that might be important: (words that people might use when searching for your website)

20. Have you signed your business up on Google Business / Google Places?

NO, but I will later NO, please do it for me YES