

WebVidco

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www.webvidco.com

WebVidco Website Questionnaire

1) **Website Navigation Layout:** Please make a list of all products and services that you would like to have as categories and/or navigation buttons on your website.

The following are ***examples*** of possible categories to include on your website:

1. *Real Estate (Home Page)*
2. *Sellers*
3. *Buyers*
4. *Listings*
5. *Financing*
6. *Rentals*

Please list your pages and home page.

Others

Yes	No	Do you need any special functions:
Yes	No	E commerce online store
Yes	No	Online calendar
Yes	No	Submission form
Yes	No	Flash images
Yes	No	Video Quicktime Flash
Yes	No	Forum discussion groups
Yes	No	Photo Gallery

Other

2) **Current Website:** Do you currently own a website? Yes No

If YES, please include: An example would be: www.myrealestatebusiness.com

The web (URL) address

FTP information

User name

Password

*If NO, please choose 5 domain names that you would consider. Your choices may already be taken. You can check (www.register.com for availability. Your domain name should be easily identifiable, easy to explain over the phone, and print on a business card. If you would like us to search and register your domain name we will provide that service. Please type in the domain name you would like to have for your website. **(Do not reserve it we will take care if this)***

However, there is a charge for registering web names of \$25 to \$35 per year and moving names to another server.

3) **“Contact Us”** Section of Your Website: What are all the different ways visitors can contact you? This information needs to go into the Contact Us page. *(Leave blank if not applicable)*

Name

Address

City

State

Zip

Country

Phone

Fax

800

Mobile

Other

E-mail address(es):

International offices? Yes No

List hours of operation, time zone (PST, EST) and days closed.

4) **Search Engine Identifier** Word and Phrases (Meta): List 15-20 words or phrases that describe your business. Pick words/phrases relevant to your business. List all keywords that would link search engines to your website -- phrases should be both specific and general.

Examples Below: List 15-25 words that relate to your company.

1. *realtor*
2. *real estate*
3. *property*
4. *house*
5. *buyer*
6. *seller*
7. *market*

5) **Description:** Write a 15- 25 word description of your business to be displayed and used in search engine submissions. Describe what your business offers, to whom it is offered and a succinct reason your business should be considered.

Here are 2 examples:

1. Show Me How Videos produces Instructional Videos, How To videos and Educational purposes for movie downloads, Video downloads and Instructional DVDs.
2. Annapolis Canoe and Kayak sells kayaks, canoes and accessories, we also rent kayaks and we are located in Annapolis Maryland.

Your Description:

6) **Marketing Slogan:** Do you have a business slogan or catch phrase? What is it? If you don't have one maybe it's time to make one up.

Here are 3 examples:

1. You stand on it, We stand behind it.
2. When only the best will do.
3. Visualize the difference.

Your Slogan:

7) **Website Goal/Objective Questions:** If you currently have a website, how many visitors do you receive each month? Do you know? What are your goals and objectives? What do you want the website to accomplish for you?

8) **Design Questions:** List e-mail addresses you want associated with your domain name (info@webdesign.com, sales@webdesign.com, support@webdesign.com).

If you want e-mails forwarded to an existing e-mail address, like Joe@aol.com, then let us know what those names and addresses are. We can have the e-mails forwarded; you must list all the members of your company that will be having e-mail addresses.

Example:

sales@webvidco.com will be forwarded to Joe876@AOL.com

9) Template Design:

Which Template Design do you want to use?

10) Other Materials: Please list and gather any existing materials and information and provide all this text in digital format. If you don't have items stored digitally, you can send a hard copy. Items including, but not limited to: Check all that apply

Photos (Digital format, JPG, BMP, TGA, TIF,) before and after images

Text in MS Word Format

Brochures, Quark or Illustrator format.

Product shots

Product samples

Press releases

Price and part lists

Frequently Asked Questions (FAQs): Make a list of all the questions that you are usually asked about decorative-concrete in a question and answer format. You should think of these ahead of time so they can be entered into the FAQ sections. These can also be added at any time in the future.

Shipping and handling charges and constraints if this applies

Warranty policies, Guarantees, etc.

True and believable testimonials (clients, industry figures, pros) ask for them with quantifiable results ("I Love my new driveway.")

Endorsements from known sources

Photos of yourself, staff and location

Other

11) **Photography:** Do you have any custom photography to be included on your web site? Do you own all the photography and have copyrights to all the images you are using? Remember to include copies of those.

I (the Client) own all copyrights or have legal authorization to use all supplied images, media and text:

Yes

No

12) **Links:** List any existing websites you want linked in your site. These should be sites that are related to your site and not direct competitors. Sites should be those whose services you use or that provide service or information useful to your target audience. Sites that cross-link with each other may increase both businesses targeted traffic.

Example: If you are a specific dealer you might want a link to that dealer, or if you use certain products may want a link to their product (or put the product on your web site if that is allowed by your vendor).

List Links:

13) **Company Contact:** Who is the contact to interview regarding the design of your company's website? What positions of responsibility do they hold? Who is a person that will be in charge of the website and has access to all the information that will be needed for the website?

Name:

Phone number:

E-mail Address:

12) **Budget:** Do you have a budget? In order for us to know what we can offer you we need to know a realistic budget.

\$500

\$1000

\$2500

\$5000

\$7500

\$10,000

Other

Thank you for your time in thoroughly filling out the requested information. The more you provide, the better your website will be. **WebVidco**

I the Client have answered to the best of my ability:

Date

Name

Signature