Quotation Questionnaire for Web Sites

ACITech REFERRAL AGENT CODE::_____

Please Complete the Questionnaire As Best Possible As this will assist us in supplying you with the best possible services.

After completion please fax back to us or e-Mail

Name and Surname for Quote:: _____

Company Name :: _____

City :: _____

Postal and Street Address :: _____

Current E-Mail :: _____

Contact Numbers :: _____

Type Of Web Site :: e.g. Normal Info or Data Base _____

What does your business do? :: _____

Size of your company: :: _____

Small _____

Medium _____

Large _____

What are your goals for the site?

Sell products/services online approximate number _____
Marketing tool to get new customers/clients:: _____
Information resource for current customers :: _____
Provide customer service, What type of service? :: _____

Who is your target audience?:: _____

What is your most wanted response? _____

How will your site be navigated? _____

Specify What fonts will you use? _____

Quotation Questionnaire for Web Sites

Site for different screen sizes?

Will you write your own sales copy or hire a copywriter? ::

Do you want to accept and process your orders?

Any Auto Responders from the web site?

Your focus - domestic or international ?

Services Required?

Design new site; number of pages ::

Re-design current site

Promote and market site

Data Base Re-design

Data Base Web Site

E-Comm Web Site Online Selling

Must we create E-Books for you?   Yes_____ No_____

Domain Registration & Hosting?

Current Domain Name (URL):
http://www.domain.com
When Must URL be Transferred to ACITech?
Do you need a domain name registered?
.co.za / .com / .net / .biz / .other

Domain Name ::

Domain Name ::

Domain Name ::

Domain Name ::

Hosting and Site Size

Do you accept credit cards?   _____Yes _____No

What features (functionality) or services do you want your site to have?

Shopping Cart

Approximate products/services

Site that uses information from our database.

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What type of database do you have?:: _____

Opt-in Email newsletter or Online Forums _____

Site that surfer can search internally :: _____

Surfers can download software or other files:: _____

What promotion services would you like?

Optimize pages so good indexing by engines:: _____Yes _____No

Keywords Max 100 Words

Submit site to engines and directories _____Yes _____No

Recommend paid submission/pay-per-click programs _____Yes _____No

What other marketing services would you like?::

Logo Design _____Yes _____No

Business Card Design and Printing _____Yes _____No

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Stationery   _____Yes _____No

Web Site Look & Feel:

What other sites do you like that are
similar to the type of design you want?

What do you like about them?

What do you NOT want on your site?

What graphics, photos and other art do
you have?

Color schemes

Other

What graphics, photos and other art do
you need designed?

Web Site Content & Scope:

Additional Information:

What is your design budget?

What is your marketing budget?

Do you have a deadline when the site   _____Yes _____No
must be completed

Questions or other information we may need:?

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_____

_____

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ACITech Office Use::

Comments ::

_____

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_____

Planning

List of content		
List of features		
Location of the navigation bar		
Color schemes		
Animations		
Client Wish List		
Delivery time		
Maintenance		
Layout of the site		
Flow chart		
ACITech Three click Optimization		

Client Signs Off _____

Date :: _____