

## Eport Studios Web Design

### Initial Client Consultation Questionnaire

(To determine your specific website needs)

**Do you have an existing website? (y/n)**

**Are you mainly interested in website maintenance and updating or do you need a brand new site?**

**What is the purpose of your website?**

- Mainly informational (no selling): (y/n)
- Sell good & services/accept donations online: (n/a, both or circle one)
- Other:

**Your Website Requirements:**

- Do you require informational contact form or forms on your website? (y/n) If yes, what information are you requesting?
- Do you have specific programming requirements? (y/n) If yes, please specify all:
- Will your website require audio or video files as part of it? (y/n) If yes, please list all formats:
- Do you have language translation requirements for your website? (y/n) If yes, please list all languages for which translation is needed:
- Do you have any other specific requirements for your website? (y/n) If yes, please specify all:

**E-Commerce/Online Donations:**

- Do you have or need an e-commerce site with a shopping cart? (have/need/need improved)
- Does your site accept credit card payment? (have/need/need improved)

- Which cards do you wish to accept on your website? (list all) \_\_\_\_\_  
\_\_\_\_\_
- Do you wish to accept Paypal on your website? (y/n)
- Do you need a contact form on your website? (y/n)
- Do you need a customer mailing list? (y/n)
- Do you need a customer database? (y/n)

**What is the projected budget allowance for your website?**

- For a new or site remodel, I have budgeted: \_\_\_\_\_
- For monthly, or semi-annual site updates : \_\_\_\_\_

**Web Hosting:**

Do you need web hosting services? (y/n)

If no, who is your current hosting company? \_\_\_\_\_

Monthly cost of current web hosting? \_\_\_\_\_

**Domain Name:**

Do you already own a domain name for your website? (y/n)

Domain name you already have or would like to have for your website:

\_\_\_\_\_

**E-Mail:**

Do you have or would you like a business e-mail that has your company name as part of it? (i.e. [sam@samswidgets.com](mailto:sam@samswidgets.com))? Have (please list all):

\_\_\_\_\_

Would like (please list all):

\_\_\_\_\_

Do you pay for your e-mail accounts? (y/n) If yes, how much for how many?

\_\_\_\_\_

**SEO – Search Engine Optimization:**

- Do you do regular search engine submissions? (y/n) If yes, by whom?  
\_\_\_\_\_
- Are the results satisfactory? (y/n)
- What is your annual budget for SEO? \_\_\_\_\_

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## Navigational Flow Chart for \_\_\_\_\_

