

# Web Site Worksheet

To begin the development process, please complete the following questions about your planned site. This information will be used to create an estimate and, if you wish, a rough draft of your web site that can be revised as needed.

Mail in your completed worksheet to:

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P.O. Box 634  
Quinebaug, CT, 06262

Or email it to [phanson@wpi.edu](mailto:phanson@wpi.edu)

## Section 1. Contact information

Your name: \_\_\_\_\_ Company: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Phone #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email address: \_\_\_\_\_  
If you already have a web address, what is it? \_\_\_\_\_

## Section 2. Design guidelines

What will be your site's primary focus - Information Delivery, Advertising, or Internal Communication? \_\_\_\_\_

What areas will the site comprise? (Just short, descriptive names – Home, About Us, Products, and Ordering are some example titles.)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Do you envision the site being predominantly formal or informal? \_\_\_\_\_

Will the site contain a large amount of text (80% or more of the content)? \_\_\_\_\_

Do you already have a company logo that you would like to use? \_\_\_\_\_  
If not, would you like us to design one for you? \_\_\_\_\_

Do you wish to sell items/services online? \_\_\_\_\_

*Understand that we are not able provide online credit card transaction services.  
However, we can arrange for an online merchant account with a third party  
which includes secure transaction services.*