



Please fill out this client worksheet and email it back to us at: info@atthefore.com.

The information will help us form your proposal and quote. Please feel free to add as much detail as you wish.

About your company or business

What's the name of your company, location, and intended website?

If you already have a website that you want revamped, what's the website url/domain name?

Describe your company and the products or services your site will provide?

When does the website need to be completed by and is there a specific reason for this date?
(e.g. trade show, product launch, end of year budget)

Do you have a budget in mind for the project?

Who has final approval on this project?

Why do you need a new website?

What are your main reasons for needing a new website?

What are the business objectives for your website?

What aspects of your current site work well? What doesn't work well?

Who is the website for?

Who is the target audience for the website?

Why will people use the kind of service you offer?

Design

Describe your website's desired look-and-feel by using adjectives and short phrases (e.g. crisp, clean, cutting edge, classic, grunge, modern, elegant, funky, conservative, whimsical, etc.)

Who are your competitors and what are their website addresses?

How do you differentiate yourself from your competitors?

Are there any websites you particularly like the visual design of? Please list these websites and briefly note what you like about them.

Please list some websites that you do not like and explain why. This will give us an idea of the look-and-feel that you want to avoid.

At The Fore Marketing & Creative Services Inc.

Website: www.atthefore.com

Email: info@atthefore.com



Do you already know how you want your website to be structured? (e.g. site map, outline of pages, wireframes, mockup, etc.) Please send us a copy along with this form.

Do you need a new logo?

Do you need business cards or flyers?

Content

If you already have a website, will you be basing your new website on the current website content and how much new content will there be?

Roughly how many pages/sections do you estimate the website will need and what are these? Please list if you can.

What features and services will the website need? (e.g. WordPress, blog, e-commerce, Content Management System (CMS), Paypal, email newsletter subscription, client login area, etc.)

Additional Comments

Please add any further comments that you think will be helpful.

THANK YOU!

Please save this document and email the completed form to: info@atthefore.com.

Please allow us a few days to respond. Thank you again!

At The Fore Marketing & Creative Services Inc.

Website: www.atthefore.com

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