

# Web Site Design Checklist

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## A. What do I want the site to do (check all that apply):

Give my firm an ' Internet Presence'

Allow me to sell on the web.

Provide client information to clients

Electronic brochure (services offered)

Other \_\_\_\_\_

Other \_\_\_\_\_

## B. What is the Intended audience. What is the site's purpose?

\_\_\_\_\_

## C. Addresses of Web Sites I like:

## Reason:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## D. Promotional material already in my possession and INCLUDED here:

Company Brochure

Select Images # \_\_\_\_\_

Photographs # \_\_\_\_\_

Biographies

FAQ

FAQ Answers

Logos

Graphics

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## E. Promotional material NEEDED:

Company Brochure

Select Images # \_\_\_\_\_

Photographs # \_\_\_\_\_

Biographies

FAQ

FAQ Answers

Logos

Graphics

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## F. Links to Include:

Site Name:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

URL

<http://www.>\_\_\_\_\_

<http://www.>\_\_\_\_\_

<http://www.>\_\_\_\_\_

## G. Frequently Asked Questions / Answers

Question:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Answer:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## H. Competition's web sites:

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\_\_\_\_\_

\_\_\_\_\_