

# CGrafiks Web Site Planning Sheet – (please be thorough)

Your Name \_\_\_\_\_ Company \_\_\_\_\_ Phone \_\_\_\_\_  
Fax \_\_\_\_\_ Billing Address \_\_\_\_\_  
Email \_\_\_\_\_ Web Site Domain Name (address) \_\_\_\_\_

Username \_\_\_\_\_ Password \_\_\_\_\_ Domain Registrar Company \_\_\_\_\_  
Date Registered: \_\_\_\_\_ Domain expiration date: \_\_\_\_\_ Admin Contact: \_\_\_\_\_

## Project Description:

- New Design  Redesign  Blog  Online Store  
 Client provides artwork  Original artwork needed, including:  graphics  photos  animations?  
 Client specified corporate PMS Colors : \_\_\_\_\_  
 Generic Colors (described in client's words) \_\_\_\_\_  
 Client provides copy  Original copy needed  Client has own copywriter  Client needs copywriter  
 Client has logo  Client needs logo developed: description: \_\_\_\_\_

## Special Features/Capabilities

- shopping cart  database  forms  blog  discussion forum or message board  merchant account  
 articles section  gallery section  newsletter  RSS feed  Print-friendly (CSS? PDF? Alternative Pages?  
 interactive features (audio, video, etc. )  
 other (describe: \_\_\_\_\_)

## Metatag Information:

Description for first page: (sentence format):\_\_

Keywords:

**Name Pages:** -  Home  About  Contact  Service  Portfolio (Additional Pages may be required)

**Site Maintenance to be handled by:**  Designer  Client  Other party

## Promotion Plan:

Search engine submissions:  client to handle  Designer to handle  Other party  NONE

Redesign existing business collateral:  client to handle  Designer to handle  Other party  NONE

**Purpose:**  ecommerce  informational  portfolio  fun  other \_\_\_\_\_

1. Target market/audience:

2. Your competitors' site(s):

3. Favorite features of other sites you've visited & what it is you like about them (it is helpful if you can provide url's here):

4. Worst features of other sites you've visited & what it is you don't like about them (url's?):

5. Budget and timeframe:

6. Site Map (include a diagram (sketch below or attach) OR list total number of pages and their intended content: