

# WEBSITE DESIGN ORGANIZATION WORKSHEET

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Client Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_



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**1** Full business name/title to be used on website:

**2** Who is your target audience/clientele?

**3** Web address (also known as a domain name or URL) to be used for site (for example, [www.yourcompany.com](http://www.yourcompany.com)):

- This URL is already registered
- This still needs to be set up

**4** Server/host technical information:

- I need a server
- I have a server
  - Name of, phone number and email contact of your server:
  - Host web address (IP or domain name):
  - Your username:
  - Your password:

**5** Please provide us with at least 3 samples of website design (style) you like. Consider the way in which the information and categories are set up, and how this is going to be easy and accessible to your users.

- Feel free to provide website links via email, or write them here:

- Samples do not necessarily have to be the exact style you desire for your site; They are more for getting an idea of your tastes, wants, and likes.

PHONE 619.384.1694 • EMAIL [info@pantagesstudios.com](mailto:info@pantagesstudios.com) • WEB [www.pantagesstudios.com](http://www.pantagesstudios.com)

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6 What site areas or categories do you have in mind?

Home

Contact: (Contact page is best accomplished as a form, to prevent spam being sent to you.)

Your name: \_\_\_\_\_

Phone #(s): \_\_\_\_\_

Fax #: \_\_\_\_\_

Email link: \_\_\_\_\_

Address: \_\_\_\_\_

Other: \_\_\_\_\_

About Us

A paragraph or two of text describing us

A longer story about us

Other: \_\_\_\_\_

Other areas:

Area: \_\_\_\_\_

Subcategory: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Map/Directions

FAQs (Frequently Asked Questions)

How many questions?: \_\_\_\_\_

Area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Blog

Services: \_\_\_\_\_

Subsection: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Area: \_\_\_\_\_

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News:

Topic: \_\_\_\_\_

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Area: \_\_\_\_\_

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Area: \_\_\_\_\_

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Press:

Topic: \_\_\_\_\_

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Area: \_\_\_\_\_

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\_\_\_\_\_

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- 7** Please indicate your needs for completing copy/text:
- I will be providing all text in complete form.
  - I have written the text, but would like it to be professionally copy-edited.
  - I would like professional copywriting services to write my copy from scratch.

- 8** Please indicate how photos to use on the site will be provided:
- Via email.
  - CD.
  - I would like to utilize stock photography.
  - My site will not have photography.

- 9** Please tell us about any special needs, goals or challenges you foresee for your website in as much detail as possible:

**P** PLEASE EMAIL BACK TO **PANTAGES STUDIOS**  
EMAIL [info@pantagesstudios.com](mailto:info@pantagesstudios.com)

THANK YOU FOR HELPING US HELP YOU!