

# GILHOI

## web design

### Website Planning Worksheet

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#### 1. General Information

Your Name: \_\_\_\_\_

Business/Organization Name: \_\_\_\_\_

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

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

Website Address (Domain Name): \_\_\_\_\_

Already Registered     Not Yet Registered

Current Web Hosting Service (if any): \_\_\_\_\_

Login: \_\_\_\_\_ Password: \_\_\_\_\_

#### 2. Website Purpose

Give the most important purpose a "1", next most important a "2". Leave those blank which do not interest you at all.

To gain a favorable impression of the company or organization.

To encourage contacting us by phone/mail/email.

To make available product information/price lists.

To make available general information and resources.

Other \_\_\_\_\_

### 3. Site Updates

How often will your site be updated?

Daily  Weekly  Monthly  Yearly  Other

Who will be updating the site?

Gilhoi Web Design  One User  Multiple Users

### 4. Site Organization

Please circle pages you desire and cross out the rest. Fill in additional pages if desired.

|          |          |              |      |                     |                             |
|----------|----------|--------------|------|---------------------|-----------------------------|
| Home     | About Us | Contact Info | FAQs | Links/<br>Resources | # of Product<br>Pages: ____ |
| Calendar | News     |              |      |                     |                             |

Estimated total number of pages: \_\_\_\_\_

### 5. Colors and Graphics

It is very helpful if you include copies of your letterhead, brochures, etc. so we can see how you present your image.

Preferred colors in palette (if any): \_\_\_\_\_

Typeface preference (if any): \_\_\_\_\_

Would you like your company logo incorporated in the masthead graphic? Yes / No

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

*You must own the copyright to or have permission from the copyright owner to use any photos or graphics you send us.*

### 6. Sites to Emulate (Optional)

Please list the web addresses of sites that have a layout, structure, function, or color scheme that you like. Feel free to make any notes you like.

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## 7. Target Date for Completion

Gilhoi Web Design and the client must work together to complete the website in a timely manner. The following is the target date for completion:

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## 8. Estimated Costs

Our Standard Website Package:

- **A 3-page website** with links between all pages.
- **Words of text** supplied by the client. Please send us your final text. Time required to make substantive changes to client-submitted text after the web pages have been constructed will be additional, billed at the hourly rate.
- **Photos and other misc. graphic images** supplied by the client.
- **Links** to external pages.
- **Email links** to any email address the client designates.
- **Page titles** which show at top of Web browser only.
- **Copyright information** at the bottom of each page.
- **Installation** of web pages on a web hosting service.
- **Minor updates and changes** to existing web pages for six months. Additional changes billed at hourly rate.
- **Search engine submission.**

| Quantity               | Description                     | Unit Price | Total |
|------------------------|---------------------------------|------------|-------|
|                        | Standard 3-Page Website Package | \$250      |       |
|                        | Additional Basic Pages          | \$50       |       |
|                        | Yearly Domain Name and Hosting  | \$132      |       |
|                        | Additional Labor Hours          | \$50       |       |
|                        | Other:                          |            |       |
|                        |                                 |            |       |
|                        |                                 |            |       |
|                        |                                 |            |       |
| <b>Total Estimate:</b> |                                 |            |       |

## **9. Maintenance and Hourly Rate**

This agreement includes minor webpage maintenance to regular web pages over a 30 day period, including updating links and making minor changes to text. If the client or an agent other than Gilhoi Web Design attempts updating the client's pages, time to repair web pages will be assessed at the hourly rate, and is not included as part of the updating time. The 30 day maintenance period commences upon the date the website is completed. Changes requested by the client beyond those limits will be billed at the hourly rate (currently \$50).

## **10. Signature**

On behalf of my business/organization I approve the above plan to construct a website and I authorize Gilhoi Web Design to use this Website Planning Worksheet as the basis of the project.

Signature: \_\_\_\_\_

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

## **11. Next Steps**

Upon completion of this worksheet, please send it to us along with the contents of your website:

- Written content for your web pages (preferably in Word or in HTML).
- Photos or graphics to be included. Electronic formats such as .gif or .jpg are best, but you may also send graphics and photos which we can scan into electronic form.
- Your company logo (if any).
- Samples of your printed materials (brochures, letterheads, business cards, booklets, etc.) so we can see how you present your company image.

Once we receive this worksheet, we will send you a Website Design Contract. We will start building your site as soon as we have:

- A signed contract
- Payment of a least 50% of the total
- Content for your site

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