

Website Scoping Document

Name
E-Mail
Company
Website
Phone
Please answer the following questions.
1. Do you need a website update? or new site?
2. Please list your goals, and visions, for the website.
3. Approximately how many pages is your current site?
4. How many pages do you estimate will be needed for the new site?
5. If this is a site update/redesign - how would you better organize the pages & sections in the navigation or ideas for new pages/sections?

6. Please provide a site-map or outline of the main pages and sub-pages of the website.
7. Do you have any Google analytics reports from your website or any other kind of website traffic reporting?
8. Do you want a content management system quoted? This allows for the content on your website to be managed via a browser-based system
9. How often will you be updating the site? ie. modifying or adding content.
10. Will you need a password protected customer login area?
11. Will you be storing customer or member data on site?
12. What other special pages, functions, or features must the website have?
13. Do you need Forms? What pages would you like these on?
14. Do you need a calendar or an events area?

15. Do you need an e-mail signup area?
16. Do you need a press release area, or news feeds?
17. Do you plan on selling products on your website?
18. If a product database is required, please describe.
19. Will you be providing content (page copy & photos) or would you like us to collect the existing content?
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20. Will you need copywriting services?
21. Do you need to create visual graphics for the site, like infographics, charts or special illustrations?
22. Will you need a Categorized Article page? in white papers library or pdf downloads
22. Will you need a Categorized Article page? ie. white papers library or pdf downloads.
23. Do you have photography for your site? Or do you need new photography, or stock photos to add to your
existing library?

24. Do you want video on your site? (ie. video gallery page, home page feature video, homepage background video) Video production quoted separately.
25. Would you like social media links on your website? If so which ones?
26. Would you like any special functionality related to these social sites, ie Recent Facebook post, Twitter feed, Yelp reviews.
27. Are you currently set-up with a hosting company? If so, please provide the host name, login, and password
28. Please provide links for 3-5 of your competitor's websites.
29. What is your desired time frame for the website to be completed? How soon do you need it to be operational?
30. What is your approximate budget for the website development?
31. Please indicate which Web Marketing Components you would like to be quoted. Email marketing campaign Social Media Website Marketing & Management Enhanced Search Engine Optimization Program Local Search Listing Optimization

Thank you for filling out this form as completely as possible!