



Web Site Questionnaire

To better serve you as well as obtain important information, we provide you with a questionnaire to gather answers to create a web site for you. Please be as thorough as you can with each section of this questionnaire because it will aid in the development of a compelling, effective and personal web site for your needs.

Company Information	
Does your company have a brochure? The information within your brochure will aid in obtaining content for your web site. Please provide information in digital form using a word processor (e.g. Microsoft Word) and photos/graphics in .jpg, .gif or .png format. We will discuss this further during our initial consultation.	
Company name Address City, State Zip Code Telephone number (s) Fax Number	
Please give a brief description of your company:	
Home Page Information: This is where you provide a "Welcome" to your site announcement with links to pertinent information within. Photo's and graphics add to the visual impact. We can consult with you to create a compelling Home Page.	

About Us:	
We want a summary about your company. This will be a history section, information about the founders or owners, with brief descriptions. Photos add a personal touch. We can advise how to prepare photos. FBFD has extensive experience with scanning, image processing of paper prints, slides and digital photography for the Internet.	
About your Company:	
Please list your key people in your company and provide a short paragraph about these people to be included in the web site.	
Bio #1	Bio #2
Any Additional Information:	

Products and Services:

Please provide a brief description of your Products and Services. Please elaborate or include marketing information that will be edited for web site.

Products:

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Services:

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Frequently Asked Questions (FAQs), Testimonials/Additional Information:

This page can include a number of items: FAQs, Testimonials from satisfied clients, examples of work produced, helpful links for your clients and a host of other possibilities.

FAQs: Start a list of how to work with your firm, billing requirements, Purchase Order procedures, hours of operation, etc. This will be a resource to your clients so they can easily retrieve specific answers to unique questions that you prepare.

Testimonials/Additional Information:

Contact Information:	
This web page could include a business address, billing address, telephone number(s), fax number(s), email addresses for key people within your firm.	
Business Address:	
Billing Address:	Same as Business Address Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/>
Contact 1:	Contact 2:
Additional Contact Information:	

Web Site Formatting Information:			
FBFD has designed templates to aid you to quickly develop your web site. Which style best suits the web site that will represent your company or service:			
Template 1	Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/>	Template 2	Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/>
Template 3	Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/>	Custom Development Please proceed to Page three	Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/>
Do you have digital artwork such as logos, graphics and/or photos that you want to include on your web site?		Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> If yes, please list below <input type="checkbox"/>	
		Logos	<input type="checkbox"/>
		Graphics	
		Photos	
It is important to have basic company information on your web site. Do you plan to make changes to the site information due to the uniqueness of your company?			
About Us	Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/>	If yes, new section name:	
Products & Services	Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/>	If yes, new section name:	
Contact us:	Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/>	If yes, new section name:	
Additional needs for your web site:			
Additional development costs, production time and approval cycles will need to be discussed at the time of initial web site development agreement. We will be pleased to work closely with you to add value for your company as well as the products and services located on your site.			

Custom Web Site Development Services

FBFD can develop a custom web site for your business or service. The cost will require a brief description of what you want to include in your site. We also can provide creative graphic design services to enhance the look and feel of your web site. All development, including consultation, site planning, graphic design, web page development, custom programming, streaming media, are all billed at \$75.00 per hour.

FBFD recommends meeting with you to discuss what you wish to include for your web site. After this initial consultation, we will have a better understanding how to proceed as well we will be able to produce a price for development, hosting and maintenance for your web site.

Corporate Identity Services: Logo development for web site	Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/>
Would you like to schedule a meeting to discuss your plans, wishes or wants for your web site?	Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/>