

Chaurcey Boyd Enterprises LLC
PO Box 3082
Texarkana, TX 75504
903-280-5439,
chaurcey@cdboyd.org
www.cdboyd.org

Standard Website Support Worksheet

This worksheet is for planning purposes. Please print it out and fill in as much information as you currently know by indicating Yes or No or as otherwise appropriate for an entry. If you are not sure to what an entry refers, feel free to skip it for at least now. You can provide the information directly on this worksheet or by referring to other documents and media which you provide to us. We will contact you if you don't include information that we absolutely need from you at the time we need it from you. After completing the worksheet, then please mail it or email it to us or call us and we will pick it up.

Organization Contact Information:

Business/Company Name: _____

Project Name (if established): _____

Website URL (Proposed/Existing): _____

Is URL already registered? _____

Other Current Domain/URL Names:

Street Address: _____

City: _____ State: _____ Zip: _____

Country: _____

Primary Contact Name: _____

Phone _____ Cell: _____

Email: _____

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Launch Date:

Target Preferred Launch Time Frame:

1 to 2 weeks _____

Up to 1 month _____

More than 1 month okay _____

Latest Launch Date: _____

Estimated Budget For This Project:

*We use this information to let you know what capabilities we can deliver within your prescribed budget.

Up to \$500 _____

Up to \$1000 _____

Up to \$2000 _____

Up to \$5000 _____

More Than \$5000 _____

Prefer Not to Say _____

General Purpose of Website (Indicate all that apply):

___ Develop an online favorable image of my company or organization

___ Develop online communication between company members, customers, and prospects

___ Develop a qualified customer/prospect list and way to contact us electronically

___ Sell products online

___ Sell services online

Other _____

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Your General Industry (e.g., Medical, Oil, Transportation,)

Type of Business Services Offered:

Type of Business Products Offered:

Type Information Needed On Website (Indicate all that apply):

Personal Website _____ Business Website _____

General Information Only _____ Educational _____

Non-Profit _____

Product Listing _____

Approximately how many products expected to be in your online store? _____

Do you want customers to only contact you via telephone or email for ordering? _____

Do you want customers to be able to order and pay online? _____

Credit Cards _____ E-Checks _____ PayPal _____

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Guestbook _____
Online Survey Form _____
Contact/Email Form _____
On-line Brochure _____
Newsletter Signup _____
Online Interactive News Component _____
Forum _____
RSS Feed _____
Photo Gallery _____
Testimonial _____
On-line Brochure _____
Special Promotional Items _____
Other _____

Site Updates and Usage:

Expected Update Frequency: _____
Do you want to be able to update the site directly yourself? _____
Do you want us to maintain/update the site for you? _____
Do you want us to train your staff on site usage? _____

Audience Demographics:

Age Range _____
Type Professionals _____

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Look and Feel:

Have Logo _____

Images:

Will you provide scanned images? _____

Will you want us to scan images? _____

Multimedia:

Will you require and provide sound such as music on your site? _____

Will you require and provide videos on your site? _____

Desired Site Color Scheme

Header/Footer: Background _____ Text _____

Body/Content: Background _____ Text _____

Comments _____

Text Fonts

*Arial bold for header and Verdana or Times New Roman for body are good fonts

Header/Footer: _____

Body/Content: _____

Comments _____

Sample Sites URL: _____

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Existing Content:

Will the site use existing content (text, pictures)? _____

If so, (Use addendum sheet for multiple sources)

What is the source? _____

Is the content copyrighted? _____

Have you obtained written permission to use the content? _____

*Content includes existing unique website designs from existing websites. You are responsible for obtaining usage permission for any content that you do not own that you want included on your site. Submission to us assumes you have obtained the necessary permission as we assume no liability for any such submissions, placement, or presence on your website. We will download copyrighted or trademarked content only if you provide us with written proof that you have written permission from the copyright or trademark owner to use the content.

Home Page Information (What do you want on the home page?)

* Use separate sheet or include documents/resources on disk or hardcopy as needed)

Pictures of _____

Description of _____

Page Titles for non-standard pages (Use separate sheet as needed)

Page Multimedia (Graphics/Sound, Videos, Flash, etc.)

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* Photos are better than clipart

Multimedia Name/ID:

Page Name/Title

Internal Page Links (Use separate sheet as needed)

From Page Name:

To: Page Name

External Links (Use separate sheet as needed)

From Page Name:

To: Page Name

Search Engine Optimization/Submission Info:

Keywords. (Specific and general keywords that describe your business)

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Title: (Up to 100 character title that describes your business; if different from above page titles)

3. Description: (Up to 200 character description of your business)

Site Navigation Menu Structure

* You may present the structure using abbreviated page titles to as many levels as desire and you may use a separate sheet or tool as desired. You may present it however you can best present the desired structure of your site. The site map or image map will be based on this structure; these maps facilitate search engine optimization.

- ⑩ Home Page
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⑩ _____

The following information will be required for each of your existing domains if we cannot ascertain it based on your website URL. We will request it if we need to do so.

Current Web Hosting Provider:

Your site Domain Name/ URL: _____

Provider Company URL: _____

Provider Company Name: _____

Provider Website _____

Provider Point Of Contact

Name: _____

Phone _____

Email : _____

The following information will be required for accessing any existing web hosting account(s). We will request it when it is needed.

FTP Access:

User Login Name: _____

Password: _____

Authorization

I authorized Chaurcey Boyd Enterprises LLC to proceed with generating a proposed contract for our consideration for website support based on this planning document. I understand that CBE may require one or more retainer fees and/or down before CBE begins or continues **intensive** work on behalf of my company.

Date: _____

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Signature _____

Name: _____

Company Position _____