



Website Planning Worksheet

The purpose of this worksheet is to help you design a new website or to redesign your existing site. In addition, it will provide us with the necessary information to generate a more accurate estimate for completing the site.

Name/Organization:

Contact:

Address:

Telephone:

Fax:

E-mail:

Hours of Operation:

General Description of the Website:

1.) Site Organization: Please check the pages you desire.

- Welcome Page/Home Page
- About Us Page
- Our Services Page
- Testimonials Page
- Pricing Page
- Image Gallery
- Get Directions
- Contact Page/E-mail Form (If checked, please specify the receiving email address here:

2.) Domain Name & Hosting Information

Current Domain Name:

Domain Name Registered With:

Username:

Password:

- I authorize PMG Design to access my account:
- I authorize PMG Design to transfer my domain name into the PMG Hosting plan.
- I do not currently own a domain name

3.) Color and Accent

Please list the background color(s) you would like on your site:

Please list the content background color(s) you would like on your site:

Please list the text color(s) you would like on your site:

Please state any other color preferences (i.e., headings, links, etc.):

4.) Company Logo

Do you have a company logo:

Yes
No

(If so, please e-mail as an attachment.)

Request a free quote from PMG to create a company and/or website logo for you:

5.) About Us

Please provide a description about your company to appear on your home page (please e-mail any additional content as an attachment):

6.) Navigation System

Your navigational system will include:

Links --links to all of the pages in the website to ensure ease of navigation

Menu - the menu will appear in the same location on all of the pages of your website. This menu can link to all of the pages directly. This menu can appear on the left , top or right side of your web page (please check your preference).

7.) Basic Elements

- **Page Name:** (This shows up on the top of the web browser only)
- **Photos:** (Please e-mail any photos you want included on your site). This may include but not limited to photos of the business, inventory, service area, sales staff or ownership personnel. You can send the images on a CD or via e-mail.
- **Graphics:** (Please provide business logo if applicable. You can send your business logo via e-mail. Additional graphics are available for an additional charge.)
- **Web Hosting Service:** PMG waives the set up fee for the first year of web hosting service for all PMG Design customers. Upon completion of your first year of service with PMG Design you'll begin receiving an annual invoice in the amount of \$50.00 for hosting. (Note: this price is subject to change at any time).

- **Website Maintenance:** Our website packages include one free month of minor update maintenance after the final review and posting of your website to your chosen URL. Minor update maintenance includes small changes and additions in text or links. All major update changes are available at an hourly rate of \$40/hour (Note: this price is subject to change at any time). Major updates include, but are not limited to, additional pages, large text alterations, additional graphics, and template changes. Maintenance agreements are available upon request.