**Chavez Web Design, LLC
Website Design Questionnaire
559-553-5000**



**Please fill out the questionnaire 100% . If question does not apply, then put N/A. If the client will provide later, then put “the client will provide by \_\_\_\_\_\_\_date”**

|  |
| --- |
| Contact Name: Office Phone:       Cell Phone:  |
| Email Address:  Company Name/CLIENT:  |
| Address: Hours of Operation:   |
| City: State:   Zip Code:      |
| Email: Domain:     |
| Current Host: Username Host:     Password:      |
| WordPress Username:   WordPress Password:     |
| Who else has input on the project? Please choose only one person in charge of communicating changes to this project. Before submitting changes, please discuss with your group and have the person in charge of communicating changes submit your final changes.  |
| Name of person:    What is their role in this project? :      |
| Name of person: What is their role in this project? :        |
| Name of person:  What is their role in this project? :        |
| Google Local Listing Claimed? Bing Local Listings Claimed? What address and phone number will you want on your Google and Bing Listing? What is your service area?  |
|  |
|  |
| What awards has your business received? :  |
|  |
| Are you part of any organizations such as the BBB?   |
|  |
| What services do you offer? Please list each service and a small description of each service: |
|  |
|  |
| Who is your target audience?  |
|  |
| Do you have any special offers?   |
|  |
| Do you have any testimonials we can use?   |
|  |
| What makes you better than the competition?    |
|  |
| Are there 2-3 websites that we can reference?  |
|  |
| What makes your products or services unique?  not sure |
|  |
|  |
| What social networks are you on? For example, Facebook, twitter, Instagram, and etc.   |
|  |
|  |
| Do you have any special licenses, certifications, insurances, or bonding?  |
| Preferred Color scheme:  |
|   |
| Do you have any marketing material? Such as brochures, flyers, or business cards? Please send   |
|  |
| If you have an existing website, then could you please provide us the websites address:      |
|  |
| Do you have any images we can use on your website? If yes, then please send them to us  |
|  |
| Is there a specific deadline that must be met? E.g going to a trade show or presentation  |
| What other information would you like us to include on your website?   |
| For E-commerce sites: Could you please confirm you received our excel product sheet?  |
| What 3 days within the next 3 weeks are you available to meet?  |

Additional Services

Will your website need additional premium plugins?

For example, coupons, subscriptions, wholesale pricing, usps delivery, special payment options, bundled products, special shipping labels, minimum quantities, distance rate tips, max/min quantities or etc. It can be difficult to know if you will need premium plugins; as a result, please keep in mind that we may need to bill you separately for premium plugins and implementation fees should the need arise. Please let us know in advanced of any special features you would like on your website. The price can vary anywhere from $25 - $200+ depending on the plugin that is needed.

Will you need a fill-able pdf? $50/fill-able pdf Could be something needed.

Will you need a custom logo? $150 for a custom logo

Will you need a mailchimp account? $150 for a mailchimp account with integration.

Will you need many graphics on your website? Ask us for pricing

Will you need social media accounts setup? $150 per social media account setup:

Will you need training/consulting to update your website? We offer training at $50/hour.

Will you need emails associated with your domain? How much storage will you need? $50 to integrate with gmail.

Will you be needing special features for your e-commerce? Such as minimum orders, subscriptions, memberships, usps, or any other special plugins? If you do, then we will need to create a separate quote for the cost of the plugin and implementation.

Thank you for choosing us to create your website. We recommend that your website also includes a privacy policy, terms, and conditions policy, and for e-commerce websites also a return policy. Since we are not attorneys, then we are not the best people to draft such documents. However, you are welcome to have an attorney draft your documents or use the online sources mentioned below. Once you have the documents completed, then we'll be more than happy to add them to your website.

Privacy Policy
https://www.rocketlawyer.com/document/online-privacy-policy.rl#/

Terms and Conditions
https://www.rocketlawyer.com/document/online-terms-and-conditions.rl

Return Policy
<https://termly.io/products/refund-return-policy-generator/>

E-Commerce Clients only

1. How many products will you be selling online more or less? not 100% sure. Might direct them to another site.
2. What payment system will you be using? Square? Here is the link square.sjv.io/OPmoQ where you can sign up
3. Will you be allowing backorders?
4. Do you plan to charge taxes or have it be inclusive of your price?

1. How much do you plan to charge for shipping? If you would like USPS or UPS to calculate shipping, then we will need the weight, height, length, and width of each product. Another option is to charge 10% to 15% of the sales price and maybe offer free shipping on order over $75
2. Do you plan to have any coupons? If yes, then what will be the amount, and will there be a limit to how many times that coupon will be used?
3. What are the categories of your products? Still don't know if they will be selling on the site.

1. We will need you to provide a description of your products
2. Did you want your clients to place reviews on your products?
3. Do you have any products that will be on sale? How long will they be on sale?
4. Are you going to be shipping internationally?

Homework

Please ask the client to provide the following items:

1. Deadline

2. Deadline

3. Deadline

Internal Questions

Will this be a WordPress or HTML website?

Will this be an informational or e-commerce store?