



Initial Set-Up Worksheet

We have found the best way to quickly finish the initial set-up is to have you create an **OUTLINE** for your new website. Please take the time to fill out this form and fax back to: 1-800-838-9513

Company Name _____ Appointment Date _____

Address _____ Appointment Time _____

Phone# _____ Contact Person _____

Fax# _____ Email: _____

Years in business _____ How many locations? _____ Employees _____

Current Website URL _____

Do you have a logo you want us to use? Yes / No Would you like a new Logo? Yes / No

Can you be on the phone and the Internet for this Guided Tour? Yes / No Dial-up / DSL / Cable

Who needs to view this before a decision can be made? _____

Can all decision makers be present? Yes / No Names _____

The main purpose for the website? **SELL PRODUCTS OR SERVICES / DISPLAY INFO**

Explain _____

What **COLOR SCHEME** do you prefer? _____

Would you like a "Live" map with driving directions to your location? Yes / No

Please **CIRCLE** the pages below that you would like included on your website:

Contact Us -- Feedback -- Location (w/map) -- About Us -- Services -- Online Catalog

ADDITIONAL PAGES you would like included: (Page Names)

Please **DRAW A PICTURE** of how you would like your **HOME PAGE** set up:

- Button Placement
- Picture Placement
- Company Logo

