



# Project Worksheet



This worksheet will be used as a guide to start development of a website that will meet all of your requirements. Additional consultations and correspondence will effectively continue the process of constructing your site.

<b>Name:</b>	<b>Phone/ e-mail contact:</b>
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Tell me a little about the website you'd like:

### Preferences for your web address: [www.yoursite.com]

(List numerous ideas, since some of your choices may already be taken. We will verify what is available and let you make the final decision before we register your new web address.)

### Page links\*

The different pages within your site organize your information by category and link to your opening home page. Some popular links are shown below, but are by no means limited to these. Categories shown are business type; personal sites may have substitutions.

#### >home page

The first page visitors will see when they go to your web address.

>about us	>services / products	>contact us	>news and events	>help /FAQs	>external links
Information about your business, staff, history, facilities, etc.	Lists, descriptions, and photos of any products and services you have to offer.	Contact information including physical addresses, e-mail addresses, phone numbers, etc.	News and/or special events that pertain to your business or industry as a whole.	Help section can include any number of tips, facts, and frequently asked questions pertaining to your business.	Links to other websites that are affiliates or provide other info pertaining to your business.
<input type="checkbox"/> include <input type="checkbox"/> no	<input type="checkbox"/> include <input type="checkbox"/> no	<input type="checkbox"/> include <input type="checkbox"/> no	<input type="checkbox"/> include <input type="checkbox"/> no	<input type="checkbox"/> include <input type="checkbox"/> no	<input type="checkbox"/> include <input type="checkbox"/> no

### Additional types of pages or information required:

List any additional page requirements or information needed.

Do you need a business logo created? (unique graphic and text identifying your business)  yes  no

### What interactive or multimedia functions do you require:

web forms  database connectivity  flash multimedia  password protected pages  e-commerce  other

Detail:

\*For all pages required, basic information will be needed from you when work begins on your site. You may send this completed form to mark@statusmark.com or online at the address below.