

Project 249- Information Packet:

Help us understand what your needs and goals are so that we can help your maximize your marketing efforts. We ask that you print/ type and be as detailed as possible. If we don't have to take time guessing, we can get your site up and running much faster. We thank you in advance.

Basic Information

Date: _____

Name: _____
(First Name) (Last Name)

Company: _____ Existing Business New Business

Industry: Real Estate Online Business Retail Store E-Commerce Other _____

Tell Us about Your Goals

First impression is everything. We need to capture site visitors' attention within seconds.

What feeling would you like your website to have? (Professional, Fun/Up-Beat, Relaxed/ Zen, Clean, Full of Material, etc.)

What would you like to accomplish with your new website? (Looking to expand business, Looking to gain clientele, Starting a new website, Just for fun, etc.)

How would you describe your computer skills? Excellent I'm willing to learn It gives me a headache

Website Display Information

Address (Optional): _____
(Full Street Address including Suite #, City, State, and Zip Code)

Phone #1: _____ Phone #2: _____ Fax #: _____

Email Address #1: _____ Email Address #2: _____

Website Content

Note: Pages can be re-arranged based on your preference. You do not need to have 5 pages. You can add them as you go; it's easy. There are really no rules so be creative. And if you have an existing website with content, we can transfer directly. You do not need to fill out this section.

Information on Page #1(usually home page or a blog):

Information on Page #2(usually about your product/ service):

Information on Page #3(Additional information you wish to share):

Information on Page #4(usually about you or your company):

Information on Page #5(usually contact information and a visitor information gathering page):

Website Setup Information

What is your website domain name: _____ OR I don't have one

If you do have a domain name: This is an existing domain with content This will be a brand new site

Do you have an existing hosting service: yes please list hosting company: _____ no

I don't have a domain name and would like one. I understand that I was advised to get one through godaddy.com because PM feels that they have the best service and the most cost effective. I know I can find the link on the PatchMonkeys website or go straight to godaddy.com to reserve my domain name.

I need help from PatchMonkeys on registering for a domain name. I understand that there will be a \$25 service fee PLUS the cost of domain registration. I further understand that PatchMonkeys will only register through godaddy.com.

I need help from PatchMonkeys on BOTH the domain registration and hosting service. I understand that there will be a \$25 service fee PLUS the cost of domain registration. I further understand that PatchMonkeys will only register through godaddy.com.

Billing

I authorize PatchMonkeys to charge the following on my credit card:

Signature: _____ Date: _____

 _____ (please initial) PatchMonkeys-Project 249 \$249.00

 _____ (please initial) PatchMonkeys-Help Desk \$ 25.00 Register for domain/ hosting service with godaddy.com

Credit Card Charge(s) on statement will be from PayPal- PatchMonkeys.

I authorize PatchMonkeys to use my credit card on my behalf for godaddy.com services:

Signature: _____ Date: _____

Credit Card charge(s) on statement will be from godaddy.com directly. I understand that once the account is setup I can change the password so the account would be private and protected. Further, I will take full responsibility in managing my domain account with godaddy.com.

Billing Address: _____
(Full Street Address including Suite #, City, State, and Zip Code)

Contact Person: _____ E-Mail Address: _____

Contact Ph # (Primary): _____ Contact Ph # (Secondary): _____

Credit Card#: _____ Exp Date: _____

Security Code: _____ Amount: _____ Name on the card: _____

Approval for Charges listed in this packet: _____ Date: _____
(Cardholder's Signature)

Office use only

Date Packet Received back to the Office: _____

Date of Phone Consultation: _____

Notes: _____

Date & Time 48 Hr Period Starts: _____ Date & Time Project Completed: _____