



create. communicate. captivate.

WEB DESIGN AND DEVELOPMENT REQUIREMENTS

CONTACT INFORMATION

Company Name		Job Title	
Contact Name			
Address			
Phone (landline)		Phone (cell)	
Best time to call you		Email Address	
URL of existing website			

YOUR REQUIREMENTS

New site	<input type="checkbox"/>	Redesign of existing site	<input type="checkbox"/>
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YOUR BUDGET

Unsure	<input type="checkbox"/>	> R10000	<input type="checkbox"/>	R10000-R20000	<input type="checkbox"/>
R20000-R35000	<input type="checkbox"/>	> R35000	<input type="checkbox"/>		

DOMAIN & HOSTING

I have a domain	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Domain name (if registered)	
I have hosting	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Hosting Provider	
Please register a domain for us	<input type="checkbox"/>		Please organise hosting for us	<input type="checkbox"/>

WEBSITE MODELS

Please list 3 or 4 examples of sites you like with ref to colour palettes, look and feel, layout and navigation.

www.	www.
www.	www.

Osmosis Creative
Claremont, 7708, Cape Town, SA | Tel: 021 671 8943 | VAT No: 4880248754
Email: info@osmosiscreative.co.za | www.osmosiscreative.co.za



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What features would you like?

Check as many features as applicable.

User/Member Registration <input type="checkbox"/>	Guest Book <input type="checkbox"/>	Forms (no. of forms required) <input type="checkbox"/>
Downloadable documents/images/video files <input type="checkbox"/>	Stock Photos (approx no. of images required) <input type="checkbox"/>	eCommerce <input type="checkbox"/>
Basic SEO <input type="checkbox"/>	Advanced SEO <input type="checkbox"/>	Chat feature <input type="checkbox"/>
Blog <input type="checkbox"/>	CMS (Content Management System) <input type="checkbox"/>	Social Media Buttons (no. of buttons required) <input type="checkbox"/>
Calendar <input type="checkbox"/>	Image Sliders (no. of sliders required) <input type="checkbox"/>	Image Gallery (no. of galleries required) <input type="checkbox"/>
Videos <input type="checkbox"/>	Map <input type="checkbox"/>	Testimonials <input type="checkbox"/>
Newsletter Subscription <input type="checkbox"/>	Google Analytics <input type="checkbox"/>	Regular maintenance/updates <input type="checkbox"/>

Approximately how many pages do you need?

1-5 <input type="checkbox"/>	6-10 <input type="checkbox"/>	11-25 <input type="checkbox"/>	25-50 <input type="checkbox"/>	50+ <input type="checkbox"/>	
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Please list all main pages of site eg. Home, About, Contact, Services, Downloads, Gallery

Content (text)

Use text from exiting site <input type="checkbox"/>	Client will provide Word doc/editable PDF <input type="checkbox"/>	Copywriting required <input type="checkbox"/>
Editing and proofreading of supplied text required <input type="checkbox"/>		

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Graphics

Use the graphics/logos from our current web site. <input type="checkbox"/>	Will provide graphics/logos <input type="checkbox"/>	Will require editing of existing graphics/logos <input type="checkbox"/>
Will require new graphics/logos <input type="checkbox"/>	Will allow stock graphics/logos <input type="checkbox"/>	Images will need retouching <input type="checkbox"/>

eCommerce

Approximate no. of products	1 – 25 <input type="checkbox"/>	26 – 50 <input type="checkbox"/>	51 – 100 <input type="checkbox"/>	101 – 500 <input type="checkbox"/>	500+ <input type="checkbox"/>
How will you process payments?	Online <input type="checkbox"/>	Offline <input type="checkbox"/>	Both <input type="checkbox"/>	Unsure <input type="checkbox"/>	
Do you currently have a merchant account?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, would you like us to organise one for you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Deadline

When do you anticipate your new site going live?	Is your content ready for development? If not, when do you anticipate it being ready?
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Additional Useful Info

Please provide any other information you feel may be relevant for the design and development of your site

How did you hear about us?

Search engine <input type="checkbox"/>	Business Card <input type="checkbox"/>	Friend <input type="checkbox"/>
Ad <input type="checkbox"/>	Social media <input type="checkbox"/>	Word of mouth <input type="checkbox"/>

A quotation will be sent to the email address listed on this form. Please allow approximately 48 hours for processing.

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