# Web Development Questionnaire

From: [Web Design Business (ABC Web Design)] To: [Company ABC]

Please fill out the provided questionnaire so that we may better understand the type of website that you are looking for. The more information you are able to provide about your services and the services that your website will offer, the smoother the development process will be. Please answer all questions as completely as possible then submit the completed form to us directly.

|  |  |
| --- | --- |
| 1. Company Name
 |  |

1. Contact information for in the event of questions or issues regarding your website.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Job Title |  |
| Phone |  | Fax |  | Email |  |
| Address |  |

1. Name and web address of your company.

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| 1. Is the website intended for business or personal use?
 | Business | Personal (Please go to question 7) |

|  |
| --- |
| 1. Does your company operate a brick and mortar location or is it solely on the internet?
 |
|  | Brick and mortar |  |  | Internet only |

|  |  |  |
| --- | --- | --- |
| 1. Does your business have a logo or a motto that you wish to have displayed on the website?
 | Yes | No |

*If yes, please provide the logo and motto as an attachment to this questionnaire.*

|  |  |  |
| --- | --- | --- |
| 1. Will you need website content in the form of a blog post?
 | Yes | No |

|  |
| --- |
| 1. How often will you post to your blog?
 |
|  | 1-3 times per week |  |  | 3-5 times per week |  |  | 6+ times per week |

|  |  |  |
| --- | --- | --- |
| 1. Will you be posting the blogs or will you hire out your blog post?
 | I will post myself | I will hire a writer |

|  |  |  |
| --- | --- | --- |
| 1. If you are hiring a writer for blog posts, would you prefer to create a website log-in specifically for the writer to add posts?
 | Yes | No |

|  |
| --- |
| 1. Do you need a storefront or a regular web page of information for your home page?
 |
|  | Storefront |  |  | Homepage of information |

|  |  |  |
| --- | --- | --- |
| 1. Would you like photographs to be placed on your website?
 | Yes | No |

|  |
| --- |
| 1. Will you provide the photographs or would you like us to find images?
 |
|  | We provide photographs |  |  | You provide photographs |

1. If you will be providing photographs, please send them to the contact email address that we have provided and we will be happy to add them to your website.

**Copyright information - Please read**

© This [**Free Microsoft Office Template**](http://www.hloom.com/more/) is the copyright of Hloom.com. You can download and modify this template for your own personal use. You can (and should!) remove this copyright notice ([click here to see how](http://www.hloom.com/resumes/how-to-format-word/)) before customizing the template.

You may not distribute or resell this template, or its derivatives, and you may not make it available on other websites without our prior permission. All sharing of this template must be done using a link to <http://www.hloom.com/>. For any questions relating to the use of this template please email us - info@hloom.com