

Pactum Web Services

Web Site Development Questionnaire

Please download this document and answer each question at the beginning of the development process. This will assist us in developing a site that is appropriate to you and your goals. We suggest that you work through these questions with pencil and paper, so that you will be clear in your own mind what you need.

Part 1: Content

1. What is your organization about? What sort of clientele are you attempting to reach?
2. What do you hope to achieve with this web site?
3. Prepare and gather all content which needs to be put on the web. (Recommended: consult with us regarding preparation, so that we can help you sort what content would be suitable for various pages.)

Part 2: Identity and Presentation

1. What is the name of your organization? Offer some ideas for domain names. (Note: domain names are snapped up regularly. Please be prepared to be flexible and imaginative in selecting a domain name for your site.)
2. Do you have a logo for your business / organization?

If so, please provide us a high quality version which we can optimize for the web. (Send via email unless otherwise instructed.)

If not, please be clear on one of the following options:

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- (i) “I would like Pactum to develop a logo for me” (extra cost).
- (ii) “I will have a logo developed prior to initiation of site development.”
- (iii) “I do not wish to use a logo.”

3. Do you have established company colours that you are happy with? (Note: these should “fit” with the logo.)

4. Do you have a slogan which you would like to use to “set the tone” for your site? If so, what is it?

Part 3: Structure

1. Will you be opting for our hosting and maintenance plan?

2. If you are opting for a maintenance plan, will you be relying upon us for all updates, or do you need some update capability to do yourself? If the latter, please list.

Part 4: Options

Do you require additional features not offered in one of the advertised packages? If so, what? (Examples: weblog, Content Management System, logo.)

Part 5: Contact

Who in your organization needs to have contact email available through the web site? Do you prefer emails to be forwarded to an existing account, or do you want independent email accounts?

Part 6: Responsibility

Web development cannot be “done by committee.” Please name the one person in your organization who will be responsible for approving designs and development stages, and provide contact information for that person.