



April Sadowski
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CLIENT CHECKLIST FOR WEB DESIGN AND CONTENT

CLIENT INFORMATION

Name: _____
 Address: _____
 Phone: _____
 Fax: _____
 Email: _____

Audience:

Primary Age Group _____
 Professions _____
 Computer Saavy Yes No

Budget:

Static (pre-defined): \$ _____
 Flexible (based on estimate; list range): \$ _____

Subject Matter (in order of priority) to be included on the site:

1. _____
2. _____
3. _____
4. _____
5. _____

Web Details (check what you already have):

- Domain provided by: _____
- Hosting Package provided by: _____
- Email provided by: _____

Company Details (check what you can provide):

- Logo
- Company Fonts
- Color Palette (list if you have one) _____
- Company Photos (or other images for the site)
- Existing Collateral (brochures, publications, etc. for design consistency)
- Navigational structure (home, about, contact, testimonials, etc.)

Approval information:

Designer communicates with: _____
 Invoices sent to: _____
 through: email mail fax

Additional information:

- Yes No Credit line to designer for a discount
- Yes No Interactive Graphics/Multimedia (rollovers, PDFs, sound, etc.)
- Yes No Design around existing collateral (if you have any)

Please complete and return:

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