

Client:

Project:

Project Description:

Please answer the following questions as best as you can.

1. Can you please write a summary of your project?
2. Do you already have a concept? If so, is it a complete concept or are there more details that need to be worked through?
3. Has any work been completed for this project yet?
4. What is the time frame for this project? When does the project need to be started and when does it need to be finished?
5. What is your budget for this project?
6. Do you have marketing materials that we can use to help us out with copy, images, etc.? If so, can we have both the files and the printouts that go along?
7. Can we have all logos and other corporate identity files? How much flexibility do we have with the logos and other corporate identity?
8. What fonts can we use? How much flexibility do we have with colors and fonts?
9. Do you have any art, illustrations, animations or photographs that we can use with this project?
10. Can we have all notes and written documents that have been written about this project? Will copy be supplied to us or will we need to take care of this?
11. Have there been any navigational charts made for this project? If not, do we have flexibility with how navigation is setup?
12. Is any scanning needed? If yes, please explain.
13. Are there any forms or other programmed items needed for this site? If yes, please explain.
14. Do you need marketing, promotion, or search engine optimization for this site? If yes, please explain.
15. Is any travel required for this project? If yes, please explain.