



Please fill out the design questionnaire below so that we can get a better idea of how to best serve your company.

This form takes about 20-30 minutes to fill out but helps us be on the same page as to what your needs are and how we can tailor your site to fit your company perfectly- so please take your time. The more we know, the better we can tailor your site to your taste so please be as descriptive as possible as this questionnaire along with your phone consultation will serve as the starting point for the basis of your design.

When you are completed with the form, from the top tool bar you will see an option to save it to your computer, please do so. After you've saved it, please email this page back to us at [info@elleink.com](mailto:info@elleink.com) with your responses included or fax it to us at 1-888-ELLE INK (888-355-3465)

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**\*Required Field**

<b>Your Name:</b>	<input type="text"/>
<b>Company Name:</b>	<input type="text"/>
<b>Company Email:</b>	<input type="text"/>
<b>Company Address:</b>	<input type="text"/>
	<input type="text"/>
<b>Phone:</b>	<input type="text"/>
Fax:	<input type="text"/>
<b>Company URL (website address):</b>	<input type="text"/>

**Do you have a hosting provider for your current website?**

Yes  
 No  
 N/A

If you answered yes above, whom?

<b>Cpanel or FTP Username:</b>	<input type="text"/>
<b>Cpanel pr FTP Password:</b>	<input type="text"/>

**Elle Ink, LLC Web Site Questionnaire**

**Admin User Name:**

**Admin Password:**

**Company Description** (What does your company do? What are your goals?)

**Detailed Web Design Project Description**  
- Please describe, in great detail, how your website will be used. Also, please list the overall function of your organization, ex: the products that you sell, the services you provide.

**What type of web service are you looking for?**

- New Web Design
- Upgrade Existing Web Site
- Update My Existing Web Site
- Maintain My Existing Web Site
- Graphic Design Services
- Logo Design

**Do you have a company logo?**

- Yes
- No

**Would you like us to design you a new logo?**

- Yes
- No
- NA

If yes, how did you come up with the company name?

Will you have photos or graphics to include on your site?

- Yes
- No

**Elle Ink, LLC Web Site Questionnaire**

No

**Web design style** - what web site style are you looking for? (modern, whimsical, professional, etc)

**Web site purpose**

(check all that apply)

- For personal use
- To gain a favorable impression
- To develop a qualified list or prospects
- To sell products directly taking credit card information over the Internet.
- To encourage potential customers to contact you by phone, email or mail
- To make available product information & price lists to customers
- Establish an online presence
- Provide information
- Provide service
- Other

Do you have any registered trademarks or service marks for your company, if so what are they?

Web design budget - what is your total estimated budget for this web design project? If you are seeking a more complex site, pricing will be higher than that of a small website.

**Start date - when would you like the web design project to start?**

**Elle Ink, LLC Web Site Questionnaire**

**Do you have preferred colors for your website, if so what are they-**

**What would you consider your style?**

**Do you like Patterns, Textures, Gradients? (Describe)**

**Are there any sites you like the look & feel or style of?**

**Favorite Font/ Typeface(s)?**

**What do you mostly hope to achieve with your web site?**

**Do you have any other items that you need added? (Blog template, business cards, additional banners?)**

**May we include a link at the bottom of your home page to our site?**

- Yes
- No

**May we use your completed website in our portfolio?**

- Yes
- No

**Elle Ink, LLC Web Site Questionnaire**

**If needed by phone, what's the best time to reach you:**

**On behalf of my organization I approve the above plan which I have developed with Elle Ink Studio to construct a website, and I authorize Elle Ink Studio to use this Website Planning Worksheet as the basis of the project.**

**Signature:**

**Today's Date:**