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## **Web Design Checklist**

This checklist is designed to help your Company / Organization prepare for the Custom Web Site Design process. Gathering the items necessary for your site ahead of time will drastically shorten your Custom Web Site's design time. Contact us at any time for help with your checklist or to discuss your Custom Web Site Design project.

**Domain Name Choices** - List as many possible domain names for your site in case your initial choice is taken. Choose names that are short, relevant to your company, and easy to remember.

### **Purpose of the Custom Web Site Design**

Advertising  
Sales  
Informative  
Information Gathering  
Education  
Online Community

**Types of Pages Needed** (Knowing what types of pages you need can help you determine the number of pages needed. This makes it simple to identify the right Custom Design Package for you.)

Intro Page  
Home  
About Us  
Contact Us / Feedback pages

Company / Organization Profile pages  
Board / Staff listings  
Mission  
Vision  
History

Informative pages  
What's New  
Newsletters  
Calendars  
News Articles

Organization Department pages  
Product / Services Description pages  
Customer Service / Support pages  
Support  
FAQ  
Terms and Conditions  
Non-Profit Donations page  
Links (page with links to helpful content: sponsor sites, member organization sites, partner sites)  
Forums / Chat Rooms

### **Layout**

Structure of major categories and subcategories  
Navigation type (menu items list)  
Banners / Headers  
Layouts from sites you like (please list those sites)

**Photos** - Include lots of photos! The more photos you send, the better our selection of photos to use on each page.

Logo (if you do not have a logo and desire for one to be made for you, additional charges apply)

Product photos  
Staff / Board photos  
Location photos  
Event photos

**Content** - Please submit text files for your content. An additional fee will be charged if your content needs to be typed in or authored.

Company / Organization Descriptions  
Product / Services Descriptions  
Articles  
Customer / Participant testimonials

### **Colors**

Company Colors  
Your Brochure Colors  
Color schemes from sites you like (please list those sites)