# **SOP - Website Development Requirement Form**

## **1. Client Information**

* **Full Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Company/Organization Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **2. Project Overview**

* **Project Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Type of Website (check all that apply):**  
   [ ] Business Site  [ ] E-commerce  [ ] Portfolio  [ ] Blog  [ ] Custom
* **Brief Description of the Website/Project:**

## **3. Technical Preferences**

* **Preferred Technologies (React, WordPress, etc.):**
* **Hosting Preferences (if any):**
* **Domain Already Purchased?**  
   [ ] Yes [ ] No

## **4. Features Required**

### **User System**

[ ] Login/Register  [ ] OTP Verification  [ ] Admin Panel  [ ] Role-Based Access

### **Pages Needed**

[ ] Home  [ ] About  [ ] Services  [ ] Contact  [ ] FAQ  [ ] Blog

### **E-commerce Features**

[ ] Product Listing  [ ] Shopping Cart  [ ] Checkout  [ ] Payment Gateway

### **Integrations**

[ ] WhatsApp Chat  [ ] Google Analytics  [ ] Newsletter Signup  [ ] Social Media

### **Media/Files**

[ ] Image Gallery  [ ] Video Uploads  [ ] File Downloads

### **SEO/Marketing**

[ ] SEO Optimization  [ ] Meta Tags  [ ] Google Search Console

* **Other Custom Features:**

## **5. Additional Requirements**

* **Special Functionality (Booking, Custom Dashboard, etc.):**

## **6. Content Availability**

* **Website Content:**  
   [ ] Ready  [ ] Not Ready
* **Logo/Branding:**  
   [ ] Provided  [ ] Need Help
* **Images/Media:**  
   [ ] Provided  [ ] Need Help

## **7. Budget & Timeline**

* **Expected Budget (Approximate):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Target Launch Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **8. Privacy & Confirmation**

[ ] I agree to share this information for project planning purposes.