

## **Personal Info**

FIELD	ANSWER
First Name(s)	
Surname	
Email Address	
Social Media Links (e.g facebook ,twitter , instagram e.t.c)	
What is your position in the business and are you part of the business team?	
What do you hope to achieve by getting your website designed?	
Does your business provide services or it provides products?	

### **Business/Company Info**

FIELD	ANSWER
Previous website link	
Name of Business or company	
Tagline	
Brief Description of your business/company (20 -50 words)	
Mission Statement	
Vision	
Services/Products You Offer ( each to have a small paragraph of explanation)	

### **Business Contact Information**

<b>FIELD</b>	<b>ANSWER</b>
Physical Address	
Email Address	
Phone Number(s)	
Social Media Links	

### **Business Team Details**

**The following details are to be provided for each member :**

1. First Name
2. Surname
3. Position or Role
4. 2 high resolution headshot pictures
5. Social Media Links

**NB : Maximum of six business team members**

### **Additions**

- 1. 2 high resolution Logos**
  - a. 1 actual logo**
  - b. 1 icon**
- 2. A minimum of 15 different high resolution pictures of your business, products , services or anything involved with your business.**

- 3. Testimonials from previous customers/clients if available.**
- 4. Preferred Colour(s) (should be also on your logo)**