



Website Design Client Intake Form

Thank you for choosing us to build your website! Please fill out this form with all the necessary information about your company.

1. Company Information

- Business Name: _____
 - Tagline / Slogan (if any): _____
 - Registered Business Number (optional): _____
 - About the Company (short description): _____
 - Upload Logo (if available): ☐
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2. Contact Information

- Address: _____
- Phone Number(s): _____
- WhatsApp Number (if different): _____
- Email Address: _____
- Social Media Links (Facebook, Instagram, etc.):
- Instagram _____
- Facebook _____
- Tiktok _____
- YouTube _____

3. Products / Services

- Main Products / Services Offered: _____
 - Categories (if any): _____
 - Do you want prices listed on the website? ☐ Yes ☐ No
 - Upload Photos of Products / Services: ☐
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4. Website Goals

What do you want your website to do? (tick all that apply):

- ☐ Company Information (About Us, Contact)
 - ☐ Product / Service Catalog
 - ☐ E-commerce (Online Sales + Payment)
 - ☐ Lead Generation (Contact / Quote Form)
 - ☐ Blog or News Updates
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5. Extra Features

Which of these features do you need?

- ☐ Contact Form
 - ☐ WhatsApp Chat Button
 - ☐ Online Payments (Momo, Visa/Mastercard, Paystack, Flutterwave)
 - ☐ Search / Filter (for cars, products, etc.)
 - ☐ Blog / News Section
 - ☐ Multi-language Website
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6. Content & Media

- Text for Pages (Home, About, Services, Contact): [Attach/Provide]
 - Staff / Office / Product Photos: [Attach/Provide]
 - Client Testimonials / Reviews: _____
 - Certificates / Awards / Licenses: [Attach/Provide]
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7. Domain & Hosting

- Do you already own a domain name? ☐ Yes ☐ No
If yes, provide domain: _____
 - Do you need us to purchase/manage hosting? ☐ Yes ☐ No
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8. Legal (Optional for E-commerce)

- Privacy Policy available? ☐ Yes ☐ No
- Terms & Conditions available? ☐ Yes ☐ No