Project Assessment Email

Subject Line: Website Project Assessment

Hi Name of contact,

I would appreciate it If you could answer the following questions, because it will allow me to more accurately assess the development time, and cost of your project.

**The questions:**

1. List of pages do you want? For example: home, about us, contact, products/services … etc

1. Any particular style of site you are looking for - do you have any links to websites that you like the look of? Even just a general colour scheme will be helpful!

1. Any special functions you would like? For example: e-commerce, contact form, newsletter, blog?

1. Your approximate budget?
2. Time frame - when would you like to go live?
3. Do you have your own photos, logos, artwork for the site?
4. Who is your average customer? (E.g. is it someone who has a lot of disposable income, is it someone on a tight budget?)

If there are any details not covered in the questions, please include them in the email, or you can reach me directly at ###-###-###.

Best regards,

Stefan

My Development firm name