Request a Quote

## You

1. \*Full Name
2. \*Position
3. \*Company/business name
4. \*E-mail
5. \*Online Schedule (include time zone)
6. Contact number

## The Basics

1. Type of service required? (design a new website, re-design)
2. Briefly describe your company/business/organization and the concept, product or services your website will provide or promote.
3. What is the general purpose of your website?  
   (e.g. informational, product catalogue, shopping cart, e-commerce, etc.)
4. When do you expect the project to start and when does it need to be completed? Are there specific reasons for these dates?
5. What is the budget range for the project?
6. Would you prefer to complete this project in a single pass or split it up into phases?
7. Who are the decision makers on this project? What is the turnaround time for making a decision? Who has final approval?
8. Who is the main contact person? What is his/her online schedule?  
   (i.e. when can he/she be online to answer to emails/chat. Please include time zone)
9. Name three or more primary competitive company/business/organization + their website addresses. For you, what are the strengths and weaknesses of these sites?
10. **Please describe your potential customers. Who are your target audience?  
    (please include a general demographic e.g. age, gender, race, etc.)**

## What you need

1. If e-commerce, what functionalities are you looking for in the design of your e-commerce website?
   1. Bulk uploading of products
   2. Shopping cart
   3. Inventory management
   4. Online payment
2. Are you open to using third party web applications?  
   (i.e. applications that have already been developed and is provided for purchase/rent)
3. Website Add-ons
   1. CMS – website editing
   2. News/article posting
   3. Home page: featured content slideshow
   4. Product catalogue + search
   5. Upload/download section
   6. Product reviews
   7. Gallery slideshow
   8. Events & calendar
   9. RSS feeds
   10. Newsletter
   11. Registration & login
   12. Forum
   13. Website search
4. In case we have missed something, please state additional requirements/notes that you feel are important to know in the quote process.