

Communication is the cornerstone of the design process at Maitrixinfotech. As an organization, it’s our job to make sure we deliver a product that meets your expectations and budgetary constraints. In order to accomplish this, we need your input. Below you will find a series of questions that will help lead us to the solution you want. Please take your time filling out each question to the best of your ability, so we can create a design to the best of our abilities.

**Contact Information**

**Q.** Business or Organization Name.

**Ans.: Gotcha-6 Technologies**

**Q.** Primary Contact Person (Name and Title):

**Ans.: Derek Winchester**

**Q.** Email address:

**Ans.: Derek.Winchester@gotcha6tech.com**

**Q.** Phone number:

**Ans.: 01-978-840-3046**

**Company Information**

**Q.** Describe what your company does, what product and/or service you want to promote through the website?

**Ans.: Please see attached wire frames. Gotcha-6 Technologies provides on demand subject matter expertise in high level skills such as**

**Q.** Short Description/history about your company and what your company needs to achieve?

**Ans.: Gotcha-6 was founded in April 2016. The requirements: Gotcha-6 needs to get our company website and iPhone/Droid app completed in a timely manner to roll out to the public.**

**Q.** If your competitors have websites, please list them below?

**Ans.:**

**Project Information**

**Q.** Do you have a timeline? (Approximate start and completion dates)? *(Exp. DD/MM/YYYY - DD/MM/YYYY)*

**Ans.: Start time is “as soon as possible” and completion is 1 month from start**

**Q.**  Do you want me to arrange hosting? *(Exp. Yes / No)*

**Ans.: No**

**Q.** What color do we need to use for your website?

**Ans.: Green, White, Black**

**Q.**  Who is the website’s target audience?

**Ans.: Small to Medium sized businesses looking for high level IT support along with a daily forum approach to bring in technical resources that can sign up to be freelance on demand Subject Matter Experts**

**Q.**  What is the desired outcome from a visitor arriving at the website? *Exp. to leave an email address / to make a purchase / to contact you / to fill out a form*

**Ans.: Customers or Subject Matter experts alike: expected outcome is at minimum leave contact information but ultimately we would like both categories to sign up and participate on the forums and purchase support options.**

**Q.** Type of project is Dynamic or static?

**Ans.: Dynamic pieces—forum/chat features with static pages in the mix-both.**

**Q.**  How many pages will the website have roughly? *Exp. 5 / 10 / 15 / 25 / 50 / 100+*

**Ans.: ~23-25**

**Existing Site Information** (If you currently don’t have a website, please skip to the next section.)

**Q.**  Do you currently have a website? If so, what’s the address?*(Exp.:www.yoursite.com)*

**Ans.: two prototype pages currently:** [**www.winchester1tech.com**](http://www.winchester1tech.com) **and** [**www.gotcha6tech.com**](http://www.gotcha6tech.com)

**Q.** What aspects of your current site work well and why?

**Ans.: prototype static pages with minimal back end hooks.**

**Q.** What aspects of your current site are unsuccessful and why?

**Ans.: See above: not client or resource ready. They are just prototype pages.**

**Q.** Does your site need to be migrated to new servers?*(Exp.:Yes / No)*

**Ans.: No**

**Q.** Do you need email addresses setup for your new site?*(Exp.:Yes / No)*

**Ans.: We have an email address for the site but would need it associated to whatever is built.**

**Q.** Do we need to use existing website contents to our new website?*(Exp.:Yes / No / Partial)*

**Ans.: No. We have wire frames for the new website that we can share.**

**New Site Information**

**Q.** What is the main goal of the website? *(Exp.:improve sales, increase customer satisfaction, promote a new service, etc.)*

**Ans.: Promote a new service, entice Subject Matter Experts and Customers alike to sign up and participate with the product offerings**

**Q.** What image do you want to present? *(Exp.:conservative, avant-garde, trendy, intellectual, trust worthy, knowledgeable, relaxed, prosperous, corporate,etc.)*

**Ans.: We would like to entice the younger IT resources to the site and have them visit daily so trendy and new wave approach. Something new and exciting.**

**Q.** Please provide a sitemap? *(The site map is the overall structure of the site, or a list of pages that you need: home, about, contact, services, etc.)*

**Ans.: See attached wire frames.**

**Q.** Please list the Menu and Sub Menu section which should be used at the top of the page?   
*(Exp.:*

* *Home yes*
* *About Us yes*
* *Service Catalog yes*
* *Mobile Service yes*
* *Purchase Service yes*
* *Login yes*
* *Forum yes*
* *Contact Us yes*
* *Chat page yes*
* *Customer/Subject Matter Expert/Resource Manager dashboard(s) 3 different pages*

**Ans.:**

**Q.** Please list any special features you would like on your website? *(Exp.: contact form, photo gallery, video, blog, virtual tour, etc.)*

**Ans.: Contact form, Video overview, forum with associated tags, marketing page(s) explaining the problem and our solution**

**Q.** Describe how you want your website to look and feel? *(Exp.: clean, balanced, modern, corporate, etc.)*

**Ans.: modern and clean. Easy to read font. Minimalist verbiage per page with a slide effect from page to page with either a hover or automated every 6-10 seconds (insight global as a perfect example of the page flow)**

**Q.** Please indicate 3 websites that you like and tell me why and what you like for each example? *(This isn’t as crucial as the other questions, but it does help give me a feel for what you are expecting)*

**Ans.:** [**www.insightglobal.net**](http://www.insightglobal.net) **Love the fresh fonts and flows from page to page. This is the example we based** [**www.winchester1tech.com**](http://www.winchester1tech.com) **off of.**

**Q.**  Do you want any of the following? (*Exp.: Blog / Social sharing icons / Links to social profiles / Contact form/Email signup form / ability to collect email addresses / Ability to sell digital products* /Ability to sell physical products)

**Ans.: Yes to all of the above. We need an ability to connect a user via Social Media apps or create a local user in our system.**

**Q.** Any other comments:

**Ans.:**

**Page Content**

**Q.** Information gathering is the reason why your customers are on your site, so good content is a must to have a good website. For each page listed under the sitemap question, we will need content to place within those pages. Copywriting can be one of the most difficult parts of creating a new website, so it is best to start early. Maitrixinfotech is happy to help with the copywriting process for an additional fee. Please indicate below if you require our services with copywriting. If you’re content is finished, please attach it to the email along with this form.

**Ans.: We do not require any help with Copywriting.**

**Images**

**Q.** Excellent content is the foundation for a good website, but images are what keep your customers flowing and clicking through your site. High quality images are a must at the onset of each web design project. If you plan on hiring a professional photographer, we recommend starting as soon as possible. If you plan on using stock photography, please attach a file with URLs to each image you would like to use. For an additional fee, Maitrixinfotech will search for stock images to use on your site. Please understand that this activity is time consuming and will add to the overall project timeline and budget. If you wish to use google search result images, then we also can use those free images too. Let us know what should we need to do for images.

**Ans.: Images associated with** [**www.winchester1tech.com**](http://www.winchester1tech.com)

**Logo Design:**

**Q.**  Do you currently have a logo or corporate colors?

**Ans.: Yes**

**Q.** If Yes, then please attach a copy of your company’s logo. *(Exp.format:.png /.psd)*

**Ans.: Attached and in the wire frame as well**

**Q.** If No, then please then let us know that we need to design a new logo or not?

**Ans.:**

**Project Cost:**

**Q.** What is your overall Project (Design & Develop) total Cost?

**Ans.: US $...? Negotiable**

**Q.** Are you looking any hourly base Services or Fixed Price Estimate? (Our Hourly Price: US $15/hours)

**Ans.: Fixed price cost**

**Q.** Are you looking any of services like - Data Entry/ Maintenance / Technical Support/ Products /Image Design/ Content Writing Services?

**Ans.: No**

Once you have completed this form please email it back to [sales@maitrixinfotech.com](mailto:sales@maitrixinfotech.com). We will process your information, and get back to you as soon as humanly possible.

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