



New Client Information - Web Site Design & Development For internal use only

Date: _____ Date Due: _____

Business Name: _____

Contact Name: _____ Address: _____

**Please enter Home: _____
phone numbers Office: _____ Email: _____
without dashes Mobile: _____ IM: _____
or parentheses.

Best Time/Day/Place to Contact: _____

Current Web Address/Domain Name (if applicable): _____

In order to provide you with the most efficient, creative, and quality service, the following information is requested. All information provided to ZinZang Studio, LLC will be for internal use only and will be kept completely confidential. You will receive a detailed price estimate within one to five business days from this appointment or Internet request. Please note the more thoroughly you complete this form the more efficient the estimate process will be.

1. What are the most important aspects of your business?:

2. Demographic/target audience:

3. What is/are the main objective(s) of the desired web site? (i.e. sales, informational, branding, display)

4. Desired Pages: (Check all that apply.)

- About Directions/Map Contact Bios News Calendar/Events Shopping Cart
- Mailing List Forum Privacy/Policy Sitemap Links Gallery/Product Blog

Additional Page(s) not listed:

5. Do you already own the domain name? Do you have web hosting? Please choose yes or no.

Yes, with whom: _____

*If you choose to stay with your current web hosting provider, please provide the username and password, so that we may coordinate with them regarding your web site.

User name: _____ Password: _____

No, but I would like to register the following domain names:

- 1. _____
- 2. _____
- 3. _____

*We recommend that you choose the name of your business or a name with some connection to your business, although you may have several domains all pointing to the main site.

6. Will you need email addresses at your domain? Yes No If yes, how many? _____

7. Do you have a logo? Yes No If you currently do not have a logo and are interested in obtaining one, please ask about our graphic design services.

Images/Logo to include:

Slogan/Text to include:

8. Themes/Concepts/Artistic preferences/Style you want your web site to encompass (choose one from each pair):

- | | | | |
|------------------------------------|--------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Dynamic | <input type="checkbox"/> Interactive | <input type="checkbox"/> Sound | <input type="checkbox"/> Modern |
| <input type="checkbox"/> Static | <input type="checkbox"/> Basic | <input type="checkbox"/> Mute | <input type="checkbox"/> Traditional |
| <input type="checkbox"/> Colorful | <input type="checkbox"/> Whimsical | <input type="checkbox"/> Artistic | <input type="checkbox"/> Diffused |
| <input type="checkbox"/> Grayscale | <input type="checkbox"/> Elegant | <input type="checkbox"/> Classic | <input type="checkbox"/> Compact |
| <input type="checkbox"/> Contrast | <input type="checkbox"/> Subtle | <input type="checkbox"/> Soft Lines | <input type="checkbox"/> Other/Not Listed |
| <input type="checkbox"/> Pastel | <input type="checkbox"/> Bold | <input type="checkbox"/> Hard Edges | _____ |

Are there any other web sites that could be categorized as having characteristics you want to achieve at your site?

It is our goal to deliver a quality web site in an efficient, timely manner. In order to achieve this objective, it is imperative that you submit the most complete content that you can at this initial appointment. The sooner we receive the content from you, the sooner we can begin construction of your site.

Once we receive all of the following, work will commence on your site:

- Completed New Client Information Form
- Signed Client Agreement & Web Site Production Process
- 100% of all textual content and/or graphic image content provided by client
- 50% of the estimated total project value (retainer)

The final payment will be due when the site is ready for launch. You will have 30 days from the launch of the site to request modifications to images and text. After this period, all modifications will be priced as updates and will be billed at the hourly rate.

How did you hear about ZinZang Studio? _____

Referrals: _____

Other Comments/ Questions: _____