



New Client Information - Website Design & Development

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 three 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.

Date: _____ Due Date (if applicable): _____

Business Name: _____

Contact Name: _____

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

Best Time/Day/# to Contact: _____

Current Website Address: _____

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 website? (i.e. sales, informational, branding, display)

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

- About/Bio(s) Directions/Map Contact ToS/ToU News Shopping Cart Calendar/Events
- Mailing List Forum Privacy/Policy Sitemap Links Gallery/Product Blog

Additional Page(s) or Features not listed above: _____

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 website.

Username: _____ 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 redirected 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 website to encompass. (Choose one from each pair)

- | | | | |
|------------------------------------|---------------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Dynamic | <input type="checkbox"/> Interactive | <input type="checkbox"/> Modern | <input type="checkbox"/> Diffused |
| <input type="checkbox"/> Static | <input type="checkbox"/> Basic | <input type="checkbox"/> Traditional | <input type="checkbox"/> Compact |
| <input type="checkbox"/> Colorful | <input type="checkbox"/> Whimsical | <input type="checkbox"/> Soft Lines | <input type="checkbox"/> Subtle |
| <input type="checkbox"/> Grayscale | <input type="checkbox"/> Professional | <input type="checkbox"/> Hard Edges | <input type="checkbox"/> Bold |

Other/Not Listed

9. Are there any other websites that could be categorized as having characteristics you want to achieve at your site? (Please list web address or business name.)

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 the onset of the project. 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 may be billed at the hourly rate.

10. How did you hear about ZinZang Studio? (Choose one.)

- Current Client Internet Search Internet Ad Print Ad Link from another website

Family/Friend Phone Directory Other, please describe:

Other Comments/ Questions: