



Web Site Client Questionnaire

Please take your time and answer ALL of the questions. Web design and development is a collaborative process and needs your involvement in all stages.

Company	Contact
Address	Email
City, St, Zip	Phone#
Phone#	Are there other decision makers? Please specify.
Website address – or desired Domain(s)	

Before you tell me about you, let us explain a bit about how we work:

- All sites will be built on WordPress platform, which will give you content management abilities via our contact form, if you have web design abilities you can also have management control of the site. There is a web design waiver that you will need to fill out which removes all responsibilities from JuanSabeloTodo.com and its subsidiaries, business DBA's, and sub partners/associates.
- I'm a big believer in your participation and training. My expertise is in building a beautiful, functional site, designed for your specific needs. I will create the structure, but for the most part, I need you to provide me with the content. I will be working with you every step of the way and guide you through what I will need. I do ask that you provide all information in a timely fashion since I depend on your input & content to finish the project. This will mean a time & training commitment on your part.
- All sites will be built to be "responsive" so that they work on smaller screens well. Except for portions that will not show on smaller screens because of data usage to your customer. We want to make sure that they surf your site without concerns to data usage I will deem what those areas are. Disclosures of what content is or is not is available to you the customer at an hourly rate, since it will take a live or vertical meeting exclusively for your business needs.

Tell me about your Company.

Please give me a brief overview of the company.

What services do you offer?

What do you feel is your selling point?

Why should a customer use your service?

What is your long term goal?

What personal value you would like to share with your customer?

What is the purpose of this site?

This section should include an overview of what the general purpose and goal of the web site is. Please put an X next to the ones that apply to you.

- Explain your products and services
- Bring in new clients to your business
- Provide your customers with information on a certain subject
- Deliver news or calendar of events
- Create a blog that addresses specific topics or interests
- Sell your service & products online
- Provide support for current clients
- Collect Rent Fees online
- Provide customer with rent receipt
- Have a database of your clientele
- E-Mail Marketing this is to keep you clients in the loops of what happening
- Other 1: _____
- Other 2: _____
- Other 3: _____
- Other 4: _____
- Other 5: _____

Do you have a time frame or deadline to get this site online?

(If you have a specific deadline, please state reason.)

How much are you willing to spend? (If you don't have a budget please provide a range that you are willing to invest, or more importantly how much money you want to make from the site in the first year. Please keep in mind that most custom sites for small business will run in the mid four figures.)

Target market

Who will visit this site? Describe your potential clients. Young, old, demographics etc.

Why do you believe site visitors should do business with you rather than with a competitor? What problem are you solving for them?

What action(s) should the user perform when visiting your site? Please put an X next to the ones that apply to you.

- Call you
- Fill out a contact form
- Fill out a quote form

- Sign up for your mailing list
- Search for information
- Purchase a product(s)
- Other _____:

Content

What are you offering? Make a list of all the services and pages you think that you'll need. (Samples below are just an example to get you started, please fill this out completely.)

Page	Content Notes
Home	
Contact Us	Form needed? <input type="checkbox"/> Yes <input type="checkbox"/> No
About You	

Do you have the written content and images/photographs prepared for these pages?

If not, will you need copywriting and photography services?

(Please note that before any real design work or site construction can begin, an outline of the content and preferably all of the content will be needed. If you don't have it don't worry I will construct it for you but keep in mind this is a longer process and it will increase the price of this site.)

Will you be needing web maintenance with your site? (someone to keep it up to date for you? Yes No)

If yes what will you monthly payment comfort range be?

Is this a site re-design? Yes No

If yes, can you please explain what is working and not working on your current site?

Are you going to need?

- Ecommerce (sell products) Yes No
- Membership of any kind Yes No

Are there any additional features that you would like for your site or things that you would like to add in the future?
Please be as specific and detailed as possible.

Design

People are coming to your new site for the first time. How do you want them to feel about your company?

Are there corporate colors, logo, fonts etc. that should be incorporated?

If you do not already have a logo, are you going to need one designed?

Is there a specific look and feel that you have in mind?

Websites of your closest competition (please keep in mind if you need extra space you can always attach a page)

Please include at least 3 links of sites of your competition. What do you like and don't like about them? What would you like to differently or better?

- 1.
- 2.
- 3.

Websites that we like

Along with putting down the site address, please comment on what you like about each site, i.e. the look and feel, functionality, colors etc. These do not have to have anything to do with your business, but could have features you like. Please include at least 3 examples.

- 1.
- 2.
- 3.

Marketing the Site

How do people find out about your business right now? Yes No

Have you thought about how you're going to market this site? Yes No

Do you have any social network accounts setup? (Facebook, Instagram, Twitter, Snap Chat, etc.) Yes No

Do you want links to those accounts on your site? Yes No

Do you have a mail service account? (Constant Contact, MailChimp etc.) Yes No

Will you want to build your mailing list and use it for advertising & newsletters? Yes No

Will you want printed materials (business cards, catalog, etc.) produced as well? Yes No

Do you need us to touch up on your social media content? Yes No for additional \$25 an hour

If someone were searching for your product/service, what types of search terms (single words or phrases) might they use? Please list all the possible search terms you can think of.

Important information:

Please keep in mind that we also provide Hosting and Domain setup. If you will continue to use our service we 100% recommend using our setup since it would be better for you cost, tools, programs, software, CRM, and form wise.

Domain and Hosting

Do you already own a domain name(s)? Yes No for example (www.juansabelotodo.com)

Do you have a hosting account already? Yes No (This is where the computer files live.)

Will need hosting Yes No, for additional \$25 a month for starter and basic sites, all others request a quote via our contact form.

If yes, do you have the login/IP information?

If no, what name(s) would you like?

Maintenance

Will there be sections that need regular updating? Yes No Which ones?

If you're planning on writing a blog do you already have several things written? Yes No

Do you already write on a regular basis? Yes No

Are there any features/pages that you don't need now but may want in the future? Please be as specific and future thinking as possible.

If you do not pose the necessary skill set of programing in html, perl, css, Java, SqL, adobe, image design, and so many other web design abilities we at JuanSabeloTodo.com would like to suggest that you grab one of our Maintenance packages.

1. 2 hours a week bellied monthly at special rate when its on a subscription

Subscription fee	Billed Fee
\$ 150.00	249.99

2. 5 hours Monthly at special rate when its on a subscription

Subscription fee	Billed Fee
\$ 337.00	449.99

3. 12 hours Monthly at special rate when its on a subscription

Subscription fee	Billed Fee
\$ 875.00	999.99

4. 45 minutes Monthly our most poplar selection subscription

Subscription fee	Billed Fee
\$ 50.00	99.99

IS THERE MORE THAN ONE PROJECT (MORE THAN ONE WEB SITE?) Yes No

If yes fill one form for each project.

Important if you are not looking for a professional web presence this is your other option:

I only want a business card web site presentation for \$500.00 includes up to of 10hrs labor Yes No

Please keep in mind that a business card web site its just what it sounds like, it's a digital version of a business card with the exception that its online and provides customer with a little more information.

None of above applies to me

If you need a consultation visit to your office I can defiantly provide one fees for visit is \$75.00 up to 1hrs and \$50.00hr after that. This fee is waived with the professional site development because it is already included into your custom price.

Approval Needed

YES I LIKE THIS ONE Signature of approval x _____	YES I LIKE THIS ONE Signature of approval x _____
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For Prices on our web packages we have a few listed online at:

<http://www.juansabelotodo.com>

Most of the time customer need special pricing on their project, therefore we suggest first filling out this form, if what you need for your business, is in one of our online packages we will recommend it. If your business needs don't fit any of our prepackages no problem we will create a proposal that will meet your needs. Please keep in mind that we preferred all our transitions over email or text since it allows us to be more accurate on our customer needs and wants.

I Agree to all JuanSabeloTodo.com Terms Conditions and Policies. _____

All fees are paid in advance before work begins. I agree x _____ Date: ___/___/_____