



## Website Client Intake Form

This form allows me to estimate an accurate timeline and cost for your website project. Please answer all applicable questions completely.

### Contact Information

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### Hosting & Domain Information

Do you have a domain name? (If yes, please provide)

\_\_\_\_\_

If no, please list your top 3 choices:

\_\_\_\_\_

Do you have a hosting account? (If yes, please provide login)

\_\_\_\_\_

### Design Examples

List 3 websites you like and why.

\_\_\_\_\_

\_\_\_\_\_

# SHARK ALLIANCE

List 3 websites you don't like and why.

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List your top 3 competitor's websites.

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## Content

Content for your website is provided by you. Including text, photos, videos, logo, etc.

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Do you have a logo? (If yes please provide in digital format)

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If no. Do you want us to design a logo for you?

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## Project Timeline and Budget

*Custom small business websites typically run in the mid four figures*

Do you have a specific deadline for your new site? (If yes, why?)

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How much in sales would you like your new website to generate in its first year?

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What is your budget range?

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# SHARK ALLIANCE

## Your Company

Please give a brief overview what your business does.

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Where do you see your business going over the next year? 5 years? (This helps me to make sure your website can grow with you)

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Why are you starting this project now?

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What are the goals for this website?

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What would hitting these goals do for your business?

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Why should customers choose you over your competitors?

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Is this a website re-design project?

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Do you need special additions like Ecommerce, Membership, special software integrations (like IDX)?

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What type of customers are you trying to attract (Age, gender, interests, demographics, etc.)?

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What actions do you want visitors to take on your website (call, purchase, book appointment, etc.)?

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# SHARK ALLIANCE

What pages and sections do you think you need for your website?

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Will you be writing a blog? (If yes, do you have any prewritten posts?)

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Do you have active social media accounts for your business?

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Will there be sections or pages that need frequent updating?

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Do you want to be able to update those yourself?

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Why did you choose us for this project?

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Any additional information we should know?

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