



# ALM Web Pros, LLC

Specialists in **growing** your business

## Client Website Worksheet

**Instructions:** Complete this worksheet and return via e-mail to [sales@almwebpros.com](mailto:sales@almwebpros.com) or you may print and fax to (208) 988-9646. Please note that shaded areas are for reading purposes only. For assistance completing this form, we may be reached at [sales@almwebpros.com](mailto:sales@almwebpros.com) or at (305) 830-9488. Thank you.

Step 1: (This section is about you)

Your full name:	
Company name:	
Your title:	
Telephone number:	
Facsimile number:	
Administrative e-mail address:	

Step 2: (Please select which service(s) you require)

<input type="checkbox"/>	New website (need domain name)
<input type="checkbox"/>	New website (already have domain name)
<input type="checkbox"/>	Update/revise existing website

Step 3: (This section is to get to know the website concept you have in mind)

Please list the domain name(s) you have selected	
1.	
2.	
3.	
4.	
Site title desired (if different from domain name):	
Site tag line (slogan):	



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Logo Available for Upload?	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
Color schemes	
Likes:	
Dislikes:	
Will you be using Flash animations?	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
Will you be using Videos	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
E-commerce Website?	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
Who is your target audience?	
Keywords. If viewers were searching for your type of company/website, what words would they utilize? Please list at least 10 words (and/or phrases) (separated by a comma).	
Budget Estimate	
\$	
Project Deadline	
Allow visitor comments? Indicate whether you would like visitors to be able to add comments to your site (you will receive an email whenever a comment is added).	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
Moderate/Approve comments? Administrative email address will be notified and must approve comments before posting.	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No



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Please indicate which add-ons you would like.	
<input type="checkbox"/>	Google AdSense Ad Blocks. Monetize your website by displaying contextual Google AdSense advertisements in a sidebar.
<input type="checkbox"/>	Google Search with AdSense. Provide a search site that earns you money by displaying Google AdSense advertisements in the search results.
<input type="checkbox"/>	XML Sitemap. Give Google and other search engines information which will help them find pages on your website.
<input type="checkbox"/>	Newsletter. Keep your visitors' attention by providing newsletter subscriptions that will deliver your latest article to their email inbox.

Step 4: Please supply via email or facsimile the instructions for up to 10 pages.

Page #	Page Name	Page Content
1	Home Page	Please let us know if there is any relevant introduction or welcome theme for your website and/or company, or state if we have to create it.
2	About Us	Provide a biography and include photograph(s), if desired.
3	Services	Please submit a Microsoft Word document or PDF of your services.
4	Article(s)	Please submit article(s), if applicable.
5	Contact Form	Provide e-mail address where contact form will be emailed to.
6	Terms & Conditions	Please list, if applicable.
7	Privacy Policy	Please list, if applicable.
8	Optional pages.	
9		
10		

Step 5: Additional information requested to better assist you.

Would you require daily, weekly or monthly maintenance? (Separate quote can be provided)			
Daily	<input type="checkbox"/>	Weekly	<input type="checkbox"/>
Monthly	<input type="checkbox"/>		
Will you require a shopping cart?			
<input type="checkbox"/>	Yes		
<input type="checkbox"/>	No		



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Will you require merchant account?	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
Note: If you have a merchant account, please provide the necessary information for integration (Your merchant processor provides the information/specs at setup. Please forward this information to us.)	
How many services/products will you be offering?	
If there anything else we need to know regarding your project/website?	

Thank you. We look forward to being of service and will be in touch with you shortly.

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