



# 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):                             |  |



# ALM Web Pros, LLC

Specialists in **growing** your business

---

|   |           |
|---|-----------|
| Logo Available for Upload?  |           |
| <input type="checkbox"/>  | Yes       |
| <input type="checkbox"/>  | No        |
| Color schemes   |           |
| Likes:  |           |
| Dislikes:   |           |
| Social Networks:  |           |
| <input type="checkbox"/>  | Facebook: |
| <input type="checkbox"/>  | Twitter:  |
| 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        |



# ALM Web Pros, LLC

Specialists in **growing** your business

| 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                       |        |                          |



# ALM Web Pros, LLC

Specialists in **growing** your business

---

|  |     |
|--|-----|
| 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.

ALM Web Pros, LLC