

# NEW WEBSITE BUILD FORM

*When you have completed the form, please click "Submit" at the bottom to save it and send it back.*

## CONTACT INFORMATION

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

Contact Person Cell Phone: \_\_\_\_\_

Contact Person Email Address: \_\_\_\_\_

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

Business Physical Address: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Business Fax Number: \_\_\_\_\_

Business Billing Address: \_\_\_\_\_

Business Billing Contact Person: \_\_\_\_\_

Business Billing Email Address: \_\_\_\_\_

Business Billing Phone Number: \_\_\_\_\_

How many locations does your company have? \_\_\_\_\_

Are all of these locations to be included on the website? \_\_\_\_\_

Website Contact Email Address: (where do you want any inquiries on your site to go?)

\_\_\_\_\_

Who do you consider to be your competition?

\_\_\_\_\_

Please list current company website URLs:

\_\_\_\_\_

Do you have any websites that you like the look and feel of? Please List:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## DOMAIN INFORMATION

Do you currently own a domain for your website? \_\_\_\_\_

List domain URL: \_\_\_\_\_

List any other domains that you will want forwarded to the official domain

---

---

---

---

Do you currently have a host for your domain? Please List:

---

## GRAPHICS

Do you have an official company logo? \_\_\_\_\_

Do you have official brand guidelines? \_\_\_\_\_

How happy are you with your existing logo on a scale of 1-10(ex: 10 - Very Happy):

---

*Please send all existing logo file formats (largest file size that you have available) to [info@smartmarketingpb.com](mailto:info@smartmarketingpb.com)*

*Please include the following formats: .jpg, .png, .ai, .eps, .pdf*

Do you need horizontal or vertical logos created from your existing logo? \_\_\_\_\_

Do you need additional file formats of your existing logo created? \_\_\_\_\_

Do you have a preferred color scheme for your company? \_\_\_\_\_

Please include Color Codes (separated by commas):

---

If you do not have set color codes, may we use your logo to create codes? \_\_\_\_\_

*If you have existing photography or larger files that you would like to include on your site, please share these photos via Dropbox with [info@smartmarketingpb.com](mailto:info@smartmarketingpb.com)*

## SOCIAL MEDIA ACCOUNTS

Business Facebook URL: \_\_\_\_\_

Business Twitter URL: \_\_\_\_\_

Business Instagram URL: \_\_\_\_\_

Business LinkedIn URL: \_\_\_\_\_

Business YouTube URL: \_\_\_\_\_

Any additional social channels that you use? Please List URL's

---

---







**Staff**

Overview Statement of Staff: 100-250 words:

---

---

---

---

---

---

---

---

---

---

Do you want to include your staff on the website? \_\_\_\_\_

List Name/Title of staff to be included on the website:

---

---

---

---

---

---

---

---

---

---

Do you want to include your staff's email addresses? Please List:

---

---

---

---

---

---

---

---

---

---

Do you want to include staff bios? Please List:

---

---

---

---

---

---

---

---

---

---

Do you want to include personal social media links for each staff? Please List:

---

---

---

---

---

---

---

---

---

---



