



[www.mgpwebdesigns.com](http://www.mgpwebdesigns.com)

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**PRELIMINARY WEBSITE DESIGN CHECKLIST**

Please fill in this form and send it back to us by pressing the "Submit Form" button in the top right corner of the page. **Once we receive this MGP Website design checklist form we will contact you with your quote.**

It is also a good idea to send a copy of your business card, brochure, catalog or letterhead, even any website ideas you may have would be good, rough sketches are fine. You can send this information as an email attachment to [design@mgpwebdesigns.com](mailto:design@mgpwebdesigns.com) or post it to MGP Web Designs, 14 Granby Road, Secret Harbour, WA 6173. Doing this will help us get a really good idea of your businesses style.

**Contact Info**

Name: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Postcode: \_\_\_\_\_  
 Country (if not Australia): \_\_\_\_\_  
 Work Phone: \_\_\_\_\_  
 Mobile or Alternative Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Fax: \_\_\_\_\_

<p><b>Domain Name Registration</b></p> <p><b>List 3 domain name choices</b> (list three in case your first option is unavailable)</p>	<p><input type="checkbox"/> I will require domain name registration (please list choices below).</p> <p><input type="checkbox"/> I already have a domain name: www._____</p> <p><input type="checkbox"/> I do not require domain name registration at this time.</p> <table border="0"> <thead> <tr> <th>Domain Name</th> <th>Extension</th> <th colspan="2">available extensions:</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>.com</td> <td>.com.au</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>.net</td> <td>.net.au</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>.biz</td> <td>.co.nz</td> </tr> </tbody> </table>	Domain Name	Extension	available extensions:		_____	_____	.com	.com.au	_____	_____	.net	.net.au	_____	_____	.biz	.co.nz
Domain Name	Extension	available extensions:															
_____	_____	.com	.com.au														
_____	_____	.net	.net.au														
_____	_____	.biz	.co.nz														
<p><b>Email addresses (up to 5)</b></p>	<p>Eg., name@yourbusiness.com</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>																

<p><b>eCommerce Store (shopping cart)</b></p>	<p>Do you wish to have an online shopping cart to sell your products/services?  <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> Maybe Later</p> <p>If yes, do you want MGP to maintain this store for you (add your products)? <input type="checkbox"/>  <u>Or</u> do you want to be able to maintain (add your products) your self? <input type="checkbox"/></p> <p>How many products do you have? _____</p> <p>Do you need to keep track of inventory? <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Do you have a merchant account to accept credit cards? <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>List any special requirements you have for an online store:  _____</p>
<p><b>Do you have Website Hosting?</b></p> <p><b>Will you require MGP to host your site</b></p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>if yes, would you like to transfer your hosting to MGP Web Designs? <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> Unsure</p>
<p><b>Do you have a logo?</b></p> <p><b>If no, do you want us to develop a logo for you?</b></p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
<p><b>Competitors</b></p>	<p><b>Industry:</b> _____</p> <p><b>Web Address of Competitors:</b></p> <p>1. _____</p> <p>2. _____</p> <p>Which Competitors sites do you like, and why?  _____</p>
<p><b>Recommended Pages (tick pages you require)</b></p>	<p><input type="checkbox"/> Home</p> <p><input type="checkbox"/> Products    _____ number of product pages</p> <p><input type="checkbox"/> Services    _____ number of service pages</p> <p><input type="checkbox"/> About Us (ie. awards you've won page or key personnel credentials and experience)</p> <p><input type="checkbox"/> Contact Us</p> <p><input type="checkbox"/> General Information</p>

<p><b>Other Pages to consider</b> (tick the additional pages that you will require)</p>	<p><input type="checkbox"/> Customer Support Info or Help (usually included in contact page)</p> <p><input type="checkbox"/> FAQ (Frequently Asked Questions)</p> <p><input type="checkbox"/> What's New Page (new product lines/services)</p> <p><input type="checkbox"/> Members Log In</p> <p><input type="checkbox"/> Advanced Search</p> <p><input type="checkbox"/> Privacy Policies</p> <p><input type="checkbox"/> Terms and Conditions</p> <p><input type="checkbox"/> Downloads</p> <p><input type="checkbox"/> Web Links</p> <p><input type="checkbox"/> Gift Certificates</p> <p><input type="checkbox"/> Customer comments/testimonials</p> <p><input type="checkbox"/> Specials, Competitions or Limited Offers</p> <p><input type="checkbox"/> Tips, Hints. Articles or Useful Information</p> <p><input type="checkbox"/> Other Pages to Consider (please state): _____</p>
<p><b>Do you want us to design your site totally?</b></p> <p><b>Or do you have an idea of the layout you want?</b></p>	<p><input type="checkbox"/> Yes (this means you do not wish to present any design sketches or ideas) <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>Site Style</b></p>	<p>Please let us know the general image/style you would like your website to portray (eg. elegant, professional, colourful etc): _____</p> <p><input type="checkbox"/> Unsure</p>
<p><b>List 2 or 3 websites that have a layout and structure you like.</b> (Does not have to be a competitor's website).</p>	<p>1. _____</p> <p>2. _____</p> <p>3. _____</p>
<p><b>Written Materials</b> (all copy must be on a disk or emailed. Handwritten copy will incur an additional fee)</p>	<p><input type="checkbox"/> I will be writing all my own material for my website</p> <p><input type="checkbox"/> I will write text in note form only that will require editing by MGP</p> <p><input type="checkbox"/> I will write most of my own material but need some assistance/advice</p>
<p><b>Photos/Graphic Images</b> (We can also help you choose a photo from royalty free stock photos. These photos will incur an additional charge.)</p>	<p><input type="checkbox"/> I can supply all images/photos in jpeg/gif format.</p> <p><input type="checkbox"/> I can supply all images/photos for MGP to scan in.</p> <p>Approximate number of images/photos to be used in the website: _____</p>
<p><b>Site Maintenance</b> (add new information, news on a regular basis)</p>	<p>Do you want to be able to maintain the site yourself? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you want MGP Web Designs to maintain the site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>Search Engine Optimisation (SEO)</b></p>	<p>All websites designed by MGP Web Designs will be SEO optimised and search engine friendly, but to enable you to get more visitors to your site and to rank on the first page of the major search engines (Google etc.) your site needs continuous optimisation on a regular basis.</p> <p>Is this something you would require MGP to do for your site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

<p align="center"><b>OPTIONAL EXTRA INFORMATION ABOUT YOUR STYLE</b></p>	<p><b>You do not need to fill in the information below, this is optional</b>, but please be aware the more information you give us the more accurate our quote will be and we will also get a better understanding of your design style.</p>
<p><b>Additional Features (please tick required options)</b> Additional Features will incur an additional charge</p> <p><b>For what purposes are these additional features required?</b></p>	<p><input type="checkbox"/> Animations (movement)</p> <p><input type="checkbox"/> Search engine</p> <p><input type="checkbox"/> Blog</p> <p><input type="checkbox"/> Event Calendar</p> <p><input type="checkbox"/> Wholesale Section</p> <p><input type="checkbox"/> Message Board</p> <p><input type="checkbox"/> Gift Registry</p> <p><input type="checkbox"/> Live Help Desk</p> <p><input type="checkbox"/> Guestbook</p> <p><input type="checkbox"/> Advertising Banners</p> <p><input type="checkbox"/> Affiliates (get affiliates to sell your products)</p> <p><input type="checkbox"/> Other Additional Features (please state): _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>Purpose of your web site.</b> Before we can start building your site, we need to know the important purposes of why you want a website.</p>	<p>Please rank which are the most important purposes of why you want a website.</p> <p>To give our organization a cutting edge appearance: _____</p> <p>To keep up with the times: _____</p> <p>To attract new clients and customers: _____</p> <p>To sell products/merchandise online: _____</p> <p>To have prospective clients contact us: _____</p> <p>To market our brochure and other literature we write: _____</p> <p>To allow users access to a repository of information and downloads for free: _____</p> <p>To make product information and price lists available to distributors and vendors: _____</p> <p>To make product information and price lists available to distributors and customers: _____</p> <p>For Advertising purposes to get your business name out there: _____</p> <p>For branding purposes: _____</p> <p>Other Purposes (please state): _____</p>
<p><b>List what colours you would like to incorporate</b></p> <p><b>Or list 2 or 3 websites that have a colour scheme you like</b></p>	<p>_____</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>

**Add Any Extra Information Here:**

**Note:** Adding any of the options does not commit you to that particular option, it just enables us to provide you with a more accurate quotation of pricing and design timeframe and informs us of what features you may require on your website now and/or in the future.

**Copyright issues:** MGP Web Designs will not violate any copyright laws for any reason. We assume that any images, photos, graphics and/or text content provided to use on your website is legally yours to provide and not bound by any copyright laws. It is your responsibility to make sure you have the legal right to use any and all content, images, graphics you provide for use within your website.

