



WEBLINE DESIGNS

WEB DESIGN CHECKLIST

GENERAL INFO

Organization: _____

Location: _____

URL: _____

Contact: _____

Industry: _____

Phone: _____

Regional/National: _____

Email: _____

Please include a copy of your current logo.

WEBSITE NEEDS

- | | | |
|---|--|---|
| <input type="checkbox"/> Website | <input type="checkbox"/> Mobile App | <input type="checkbox"/> Email Marketing |
| <input type="checkbox"/> Responsive Design | <input type="checkbox"/> Custom Development | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Content Management | <input type="checkbox"/> Content | <input type="checkbox"/> Search Engine Optimization |
| <input type="checkbox"/> Ecommerce | <input type="checkbox"/> Photography/Videography | <input type="checkbox"/> Pay Per Click Management |

WEBSITE FEATURES

- | | | |
|---------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Blog | <input type="checkbox"/> Employee Directory | <input type="checkbox"/> Secure Pages |
| <input type="checkbox"/> News/Press | <input type="checkbox"/> Calendar | <input type="checkbox"/> Donations |
| <input type="checkbox"/> Testimonials | <input type="checkbox"/> Event Registration | |
| <input type="checkbox"/> FAQs | <input type="checkbox"/> Newsletter Subscription | |

BUDGET

- 5000 - 10000
- 10000 - 15000
- 15000 - 25000
- 25000+

TIME FRAME TO COMPLETE WEBSITE

GOALS

WHAT YOU DO

HISTORY

SERVICES

AWARDS

COMPETITIVE ADVANTAGE

TAG LINE

TARGET AUDIENCE

Age: _____

Gender: _____

Occupation: _____

Industry: _____

TYPE

Clients: _____

Potential Clients: _____

Partners: _____

Vendors: _____

FONTS

Do you prefer normal caps, lowercase, or small caps for navigation and headers?

COLORS

Do you prefer white background for content?

Gradients or No? _____

HEADER

Logo Placement:

- Left
- Center
- Right

Include:

- Tag Line
- Social Media Links
- Phone Number
- Email

Pin Header:

- Yes (and shrink)
- Yes (don't shrink)
- No

NAVIGATION

Placement:

- Top
- Side

Type:

- Button
- Text

of Bars

- One
- Main and Secondary

Expected Sections:

CONTENT AREA

Sidebar:

- Full Screen
- Fixed Width

- Centered
- Left Aligned

- Yes
- No

HOMEPAGE

Slider:

- Yes
- No

Hot Spots:

Number _____

Type: Image Text Image/Text

FOOTER

Height:

- Tall
- Short

Social Media:

- Yes
- No

Map:

- Yes
- No

Form:

- Yes
- No

COMPETITORS (with urls)

SITES YOU LIKE (with urls)

Please Provide Logos and Photos