



Web Site Design Checklist

- ___ Company Name(or Site Name)
- ___ Company Slogan, subtitle, or tagline
- ___ Your Name
- ___ Contact info:
- ___ Address or PO Box
- ___ Phone
- ___ Fax
- ___ best time and place to contact you/hours of service
- ___ current email(s)
- ___ Your domain name or desired domain name and acceptable variations
- ___ Your web hosting company (if you have one)
- ___ All usernames and passwords related to your web site accounts
- ___ names of people you want email accounts set up for
- ___ Nature of your business - music, technical, spiritual, etc
- ___ What you would like to accomplish with the site
- ___ Who your targeted audience is
- ___ What your product(s) or service(s) is (are)
- ___ Whether or not you want to sell online and accept credit cards online
- ___ Do you have, or are you willing to set up a PayPal account?
- ___ How many different products/services you have and catagories of.
- ___ Do you want to include prices on the site?
- ___ Sensitive material that you would like to protect with passwords
- ___ Will you want a chat room
- ___ How often you want it updated
- ___ Your Logo (if you have one)
- ___ Some history about you or your company
- ___ Your mission statement
- ___ Current photographs of you and your products
- ___ Technical information about any products
- ___ Current mailing lists
- ___ Will you want to create a database
- ___ Will you offer memberships
- ___ When you would like to be up and running
- ___ Similar sites that you like, and what you like about them.
- ___ Sites that you would like include links to from your site
- ___ Acceptible amount of advertising from other sites
- ___ FAQ's about your products/services
- ___ Related files (MP3's, .wav, videos, etc.)

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