

ATS Website Design Worksheet

Business Name: _____

Address _____

Contact: _____ Phone: _____

E-Mail: _____ Web Address: _____

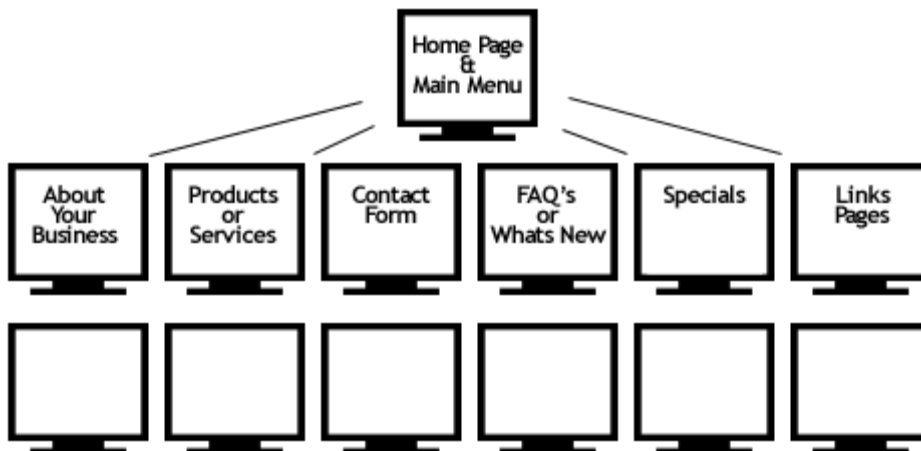
1. Purpose

What is the main purpose for your website? Check the selections below that are most important to you and leave those blank which interest you least.

- To inform the public about our business / services/ products.
- To increase revenue by increasing clients / customers.
- To sell our products directly over the Internet via E-Commerce
- To Give existing customers / clients a exciting venue to communicate with us.
- To make available product and service information to customers.
- To strengthen and expand business and brand recognition
- Other _____

2. Site Organization

Please label pages you desire and cross out the rest.



Total number of pages decided upon _____

3. Site and Domain Names

Domain Name

If you already have a registered domain name and want it to be transferred, ATS will assist you in this. Please be sure to let us know who is your registrar and we will need access to transferring DNS Server names. Please give us your existing domain name

Existing Domain Name - _____

Registrar_____

Username:_____ **Password**_____

If you do not have a domain name registered for this site, ATS does offer Domain Name Registration and Maintenance for your convenience at a fee of \$20 per year.

Please list up to three choices for your domain name. We will attempt to register at least one of these. If none are available we will find alternative domain names and contact you to choose which you prefer. Written authorization is required to accept the domain name and must be decided within twenty-four hours of our submitting it to you.

Domain Name Choices (please be sure to include .com or .net etc.)

1. _____

2. _____

3. _____

2. Graphics

It is very helpful if you will include a copy of your company's letterhead, brochures, catalog, etc. so we can see how you present your company image.

Your Logo incorporated in the masthead graphic? If so, please enclose a color copy.

Photos or drawings of product included in design?

Typeface (font) preference - _____

Other ideas - _____

3. Color and Accents

The best design for functionality and user friendly design is black fonts on a white background. This provides the best readability and contrast. We also strongly urge you to surf the Internet, and write down the web address (URL) of websites where you saw a color that you particularly like for your website.

Color preferences:

1. _____
2. _____
3. _____

4. Photos and Graphics - The Contract between you and ATS Web Design includes a statement that you own the copyrights to, or have permission to use any photos or graphics you send us. We recommend that you send us actual photos and allow us to scan these for use on your site. If you are sending electronically any graphics or photos please try to send the best quality photos available to you. If you have no Photos, or need us to we can come to you and take photos for you. There is an additional fee for this service.

5. Links – To Manufacturers sites or any other sites which may be helpful to your customers. List here:

_____	_____
_____	_____
_____	_____

6. Additional Options

___ Guestbook

___ Online Chat

___ Message Board

7. For search engines: list any single key words that describe or pertain to your company or organization:

8. For search engines: provide a short, concise description of what you want people to know about your company/organization:

Additional Information: