



BUSINESS FACT SHEET

The purpose of this questionnaire is to educate us about you and your business so that we can create an effective web site for you – not all the information will necessarily be used on your site – it is a part of our “research” process. Please answer as completely as possible, but don’t worry about using proper grammar or sentence structure or anything like that. If the question doesn’t make sense, or you don’t want to answer it, just skip it!

DESCRIBE YOUR BUSINESS:

Who are you? What do you do?

Where are you? What is your public contact information?

What are your hours of operation? What are your office hours? Do you have office hours – if not, when is the best time for potential customers to contact you? What is your preferred method of contact (from customers)?

What is your business name?

What services do you perform?

For whom do you perform them?

How long have you been in business?

Do you have a specialty within the scope of these services?

What do you want to make sure people know about you/your business?

ADDITIONAL INFORMATION:

List at least two web sites you like – or find easy to use (even if they don't relate to your business):

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List at least two web sites you have used that relate to the service(s) you provide:

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What are some web sites that have information that would be useful to your clients/customer? (even if you don't these as links, this is very helpful to us)

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Where are places you know we can find additional information about your industry to help us build your site? (trade magazines, newsletters, websites, etc)

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*What do you hope to accomplish with a web site? (Improve customer service? Increase sales? Something else?)

If cost/time/technology were not issues, and your site could do anything ... be anything (NO limitations)... what would you want it to do? (you'd be surprised at how helpful this question is in developing your site)

Do you have advertising copy developed for your business? For instance, a brochure or information sheet you give to potential customers? (If so, please describe and include a copy if possible)

Do you have any information that you provide to your existing customers during or after the sale/service? (Warranty info, FAQ, etc)

Who will host your site?

(if you do not have a host, please keep in mind that we offer complete web packages, including hosting, please ask for details and charges) If you have a host, what is the platform, username and password?

Host: Platform: Unix or Windows

Username: Password:

- I do not know what this means and would like an explanation
- I do not currently have a web hosting provider, please include a quote for hosting services.

Do you have a domain name (URL) registered? If yes, with whom and what is your domain name?

Domain Name (URL): Registrar:

- I do not currently have a domain name registered, I have the following names in mind:

_____, _____, _____
Other related details:

When updates are needed for your site, how do you plan to manage these updates and your site maintenance and content management?

- Please include a quote for monthly updates/maintenance – we will have regular updates to make.
- I will pay the hourly charge (\$20 for first hour, \$15 for each additional hour) for updates, as needed.
- _____ will make updates, they DO OR DO NOT (circle one) need training.

Other related details:

What else you would like for us to know (use another page, if necessary)?

WHEW! I know it seems like a lot of information to give us, and I'm sure some of it seems completely irrelevant. Let me assure you that this is VERY helpful to us and is relevant for most clients. Once we've reviewed this information, we'll develop a list of ideas/suggestions specific to your business and industry. THANK YOU for your interest in OIC Solutions, we are looking forward to serving your business.