

Note: This form is quite detailed but don't let that put you off. Its use will assist you to determine what you need on your website. The comment boxes provide help with its completion. It will only take five or ten minutes to complete.

If you prefer you can call me on **01389 758245** to discuss your requirements.

Name : _____

Address: _____

Email address : _____

Dialling Code and Tel. No. : _____

Note: Please provide full details above otherwise I may not be able to respond.

Type of Website: (Please Circle)

Consultancy	Manufacturing Company		
Tourism Related	Shop	Small Business/Trade	Photographer
Distillery/Whisky Industry	Bar or Restaurant	Golf/Sports Club	
B and B, Hotel or Guest House	Personal	Other	

If not listed state here : _____

Date by which site is required : _____

Do you want to sell online? Yes No

(There are many ways to sell goods online. A full, ecommerce solution requires you to have an Internet Merchant's Account. There are however ways around this. If you don't have a wide range of goods to sell you could use third party payment service providers such as Paypal to do this. If you do want to take online credit card payments please tell us more about your requirements in the comments box at the bottom of this page. Contact me if you require further information about this.

If you want to sell online, how many items will you offer? (Please Circle)

1-10	11-25	26-50	51-100	101-200
201-300	301-400	401-500	Greater than 500	

No. of Web Pages Required : _____

(A web page generally covers one subject on your website, e.g. this is an inquiry form page. Web pages usually include text, images and links to other web pages. Each menu item on this site is a separate page, e.g., Home, Portfolio, Products, Services, Contact details, etc.)

Is a Domain Name Required? Yes No

(A domain name is your website name, e.g. www.toucher.co.uk is a domain name.)

If so what domain name would you like? : _____

Is Website Hosting Required? Yes No

(Hosting is provided by an Internet Service Provider. You need an ISP to provide you with the hosting space to which your web site will be uploaded. If you don't have one select Yes.)

Do you need a logo? Yes No

Do you need a Graphical Header? Yes No

(A Graphical Header gives your site a more professional image. You can see one at the top of this page. We can design something for you that will suit your website content.)

Approx. No. of Images Required : _____

Do you have the Images you require? Yes No

Is Digital Photography Required? Yes No

(Your website will probably require some images. If you have these available in digital form we can probably use them. If not, you may be able to scan them from your existing paper based documentation. We can also take your digital images on-site for you if necessary. **ONLY SELECT YES** above if you want me to come to your site to take photographs and bear in mind that there will be additional charges for this.)

Is your Site Content Ready? Yes No

(In addition to images you will need content for your site. This will include all the "copy", which is the text and information you want to provide. You may also need information on the products and services you want to promote through your website. More content gives you a better chance of being found on the search engines).

Writing of Copy Required? Yes No

(For a fee I can write basic copy on your behalf unless specific technical knowledge is required. If you are unsure about this feel free to call me to discuss it.)

Do you Require an Inquiry Form? Yes No

(An inquiry form (of which this is an example) is an excellent way of attracting inquiries because people are more likely to respond when they see a form asking them questions. It can also be used to ensure that your inquirers provide all the information you will need to answer their inquiry. Please note that this is a relatively complex inquiry form. Most forms only require to ask about 5 - 10 questions.)

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Mobile: 07816 408422
www.toucher.co.uk

If you need to Develop your Website Traffic through Search Engine and Website Promotion Provide your Details Below

You may have the best website in the World but it is as useful as an ashtray on a motor cycle if no one can find it. Failure to promote your website is a bit like spending a fortune on creating and printing thousands of beautiful, new brochures then leaving them in a box in your stationary cupboard.)

Do you want me to research Keywords? Yes No

(Your keywords are what gets you found when people are searching for you using a search engine like Google or Yahoo. Simply put, if someone is searching for a hotel in Manchester using "Manchester hotel" as a search phrase your hotel site has little chance of being found if the words "hotel" and "Manchester" do not appear within your text. We can research the keywords for your site or business and let you know how to get your business found.)

Do you want me to Optimise your Site? Yes No

(I can optimize your site by researching your keywords and adjusting your text, content and copy so that you have the best possible chance of being found by the search engines. For those hoping to attract business through their website Search Engine Optimisation (SEO) is extremely important.)

Do you want us to submit your site? Yes No

(Search Engine Submission is a complex process that takes a lot of time. You could do this yourself following the instructions that are available on most engines but if you get it wrong your site could end up being black-listed by the search engine(s).

Do you need visitor statistics? Yes No

(Visitor statistics let you see how many people are visiting your site and what search words they are using to find it.)

Please enter details of any additional comments below. It would also help if you include the addresses of example websites that are similar to what you require.

Note: I monitor feedback from this form on a regular basis and it helps when I get suggestions from users. If you think there is anything that should be added to this form or if there is anything that could be explained better please let me know by commenting on this in the above box.