

## Website Audit Questionnaire

### Website Questionnaire

This Questionnaire is designed to help aid you with the specification of the website that you wish us to produce. It will help you decide upon the type of look you wish to present as your image on the web. We will use the information you provide to produce a specification, and a completion schedule and approximate price for the web site design.

Company/Individuals Name:	
Address:	
Contact Name:	
Tel No. (Incl STD Code):	
Facsimile (Incl STD Code):	
Current Email Address:	
Current Website Address:	

### Basic Information

Brief description of intended use of website: (Including Product Names & Description)

No. of Pages Required:	
No. of websites required:	
Do you intend to use the website for e-Commerce business / Online Ordering ?	

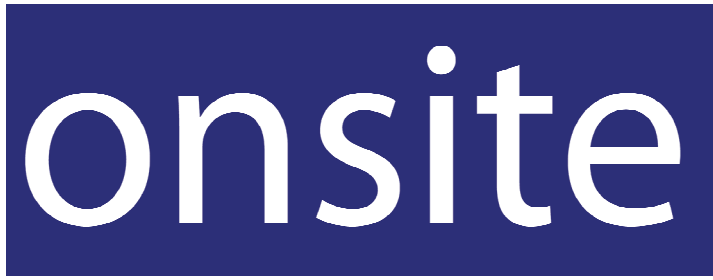
### Standard Features

Most Internet sites have a number of standard features that you would expect to see. Please tell us any information you require.

Homepage / Introduction Page:	
Contact Page:	
Product Information:	
Request for information Form:	
Link page- other sites:	
Company information:	

### Advanced Features

Flash Presentations:	
Dynamic Database:	
Secure Site:	
E-Commerce:	
SEO (Search Engine Optimisation):	



## Purpose / Goals

Please indicate any relative information you feel we may need relating to your business or the design of the site: **(This is crucial for the design process)**

## Pictures

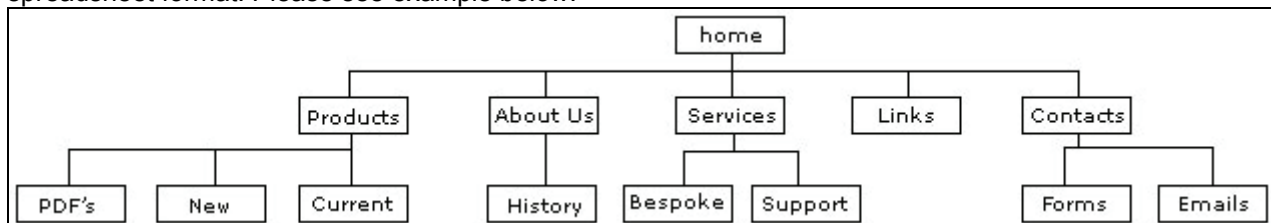
If you have any pictures or logos that you require please email and Zip(compress) them in jpeg or gif format to: [seo@offsite-it.co.uk](mailto:seo@offsite-it.co.uk).

## Page Count

Please indicate if you require Web statistics for your website.

## Produce us a 'Sitemap'

It is within this process that we have a clearer understanding in which you the client would like to achieve on navigating the website. It would help us a great deal if we had this in copy proof either in Word or spreadsheet format. Please see example below:



## Consultation

As the design of your site progresses you will be given a chance to make comments and add, remove or change the individual pages that are produced. However, any major changes to layout or the design of Active Server Pages (ASP, PHP, JSP, etc) or any other form of (dynamic) element will incur additional charges. All charges are calculated at an hourly rate once the design specification has been agreed.

## Completion

Whilst we cannot guarantee the exact date (if necessary with the development of some advanced features), the basic site will be completed during a specified time frame and we will endeavour to complete the site within the agreed time frame as best we can.



## Website Design Questionnaire

### Branding pre-existing

- Existing identity or design style      Yes       No       If Yes, please send details of any EPS, TIFF, PSD/PDF Files
- Colour references for us to match?      Yes       No       **List:**.....
- Do you use particular font (s)?      Yes       No       Name(s).....

### Design

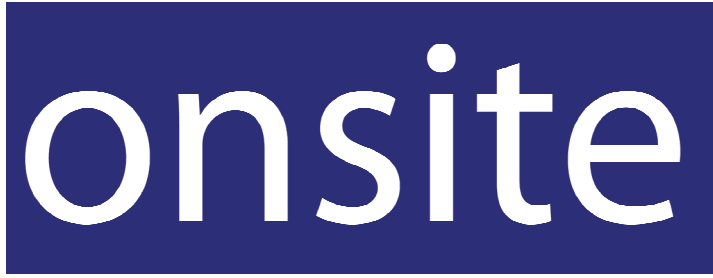
- Colours you wish us to use      Yes       No       Please list.....
- Any websites you would like us to emulate?      Yes       No       Please list.....
- Fixed width?      Yes       No
- Variable Width?      Yes       No

### Flash

- Is flash content a necessity?      Yes       No       (please bear in mind page loading times)
- Will it all be a complete flash site?      Yes       No       (please bear in mind page loading times)

### Target Audience

### Objective of website



### Information to include on website

<input type="checkbox"/>	Contact information	<input type="checkbox"/>	Location
<input type="checkbox"/>	Product information	<input type="checkbox"/>	Links to other websites
<input type="checkbox"/>	Product images	<input type="checkbox"/>	Glossary
<input type="checkbox"/>	Company profile	<input type="checkbox"/>	PDF's of literature
<input type="checkbox"/>	Company services	<input type="checkbox"/>	Sitemap
<input type="checkbox"/>	News	<input type="checkbox"/>	Other (list)

## Important Necessary Information

### Cross Browsers Required (most common are Internet Explorer / Firefox)

Internet Explorer      Yes       No

Mozilla / Firefox ?      Yes       No

Safari? (Not widely used)      Yes       No

### Platform for Integration (will this be hosted on Windows or Linux/Apache)

Will the website be hosted on Windows?      Yes       No       Reasons:

Will the website be hosted on Linux?      Yes       No       Reasons:

Fixed width?      Yes       No

Variable Width?      Yes       No

### Domain Name Requirements

Would there be a requirement for us to register a domain name for you?      Yes       No

Please list other or existing domains you already have or would like to use.

**List them here**

.....  
.....



# onsite



Interactive / Special Requirements (Feedback Forms / Scripting)

What is your budget for this project? Is this flexible?

Timeframe Required (Is there a desired launch date for the site?)

## Accessibility

Are there any requirements in regard to access for the disabled?

Yes  No

By filling out this form, this questionnaire **does not** constitute any contract or procurement for ONSITE IT LTD to carry out the work.

Before any work is to be completed there will be a requirement to complete sales order acknowledgement which will confirm ONSITE IT Ltd to carry out the work for all clients.

Please see our terms and conditions that are on our website, or for any further information please contact us by either of the following:

Office Tel: 01621 850550

Email: [seo@onsite-it.co.uk](mailto:seo@onsite-it.co.uk)

Website: [www.onsite-it.co.uk](http://www.onsite-it.co.uk)