

# WEBSITE INTAKE FORM

Disclaimer: Thank you for your interest in being a client of  
Information collected about new clients is confidential and will be treated accordingly.

## CLIENT INFORMATION

Client Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

## PROJECT OVERVIEW

Which option best describes your situation?

- I want to improve an existing website.
- I want to create a new website.

Project/website name: \_\_\_\_\_

Exiting URL:  Yes  No      If Yes, what's the URL: \_\_\_\_\_

Provide a brief description of the project:

List any preferences or restrictions that should be considered in the website design:

Who is your target audience? \_\_\_\_\_

Ideal website completion date: \_\_\_\_\_

Estimated budget: \_\_\_\_\_

Social media handles: \_\_\_\_\_

**WEBSITE FEATURES**

List any available assets to use in website design:

How many pages/sections will your website need? \_\_\_\_\_

Select the following features you would like to include: (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Social media buttons | <input type="checkbox"/> Online ordering     |
| <input type="checkbox"/> Search               | <input type="checkbox"/> Portfolio / Gallery |
| <input type="checkbox"/> Maps                 | <input type="checkbox"/> Chatbot / Live Chat |
| <input type="checkbox"/> Other: _____         |  |

Do you have a brand book or color scheme?  Yes  No

Do you have a logo?  Yes  No

If you answered no, do you need a logo?  Yes  No

Do you need help updating and maintaining your website?  Yes  No

Do you need help with Search Engine Optimization (SEO)?  Yes  No

Do you need help with blogging and content marketing?  Yes  No

Additional comments:

**SIGNATURE**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_