

Bibi Ventures

www.SimpleWebDesignsOnLine.com

Website Design Request Form

Simple Web designs on line helps you create a simple and unique website that will help your company have web presence by placing your company on the World Wide Web.

In order for us to design a simple web design for you, we need to know the details of the web site you have in mind. This form will guide you in providing the information we need to design the website to suit your purpose without breaking your pocket.

We realize that this will require some time and effort, but it's crucial to the successful completion of the building of your website process. Thank you!

1.Contact Information

Your name and title: _____

Name of business or organization: _____

Your email address: _____

Best phone numbers for reaching you: _____

2.Company Information

Company name: _____

Please describe your company or organization in a few sentences: _____

Other than you, who else will be involved in guiding this project to completion?

Name: _____ Phone: _____

Name: _____ Phone: _____

3.Web Site Domain Name:

Please suggest three names you would like for the URL of your website.
(Remember to keep it short, simple, memorable and reflect your business name.)

1. _____

2. _____

3. _____

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4. Purpose and Goals for Web Site

What is the core purpose of your website? Circle all those that apply.

- a. Entertainment
- b. Increase corporate, brand, product recognition
- c. Reduce customer service calls
- d. Increase sales
- e. Improve internal communication
- f. Increase prospective customer base
- g. Gather data
- h. Other _____

What is the primary message you wish to convey?

5. Web Site Hosting:

We usually make the hosting arrangement for your site and set you up on a basic 12 months hosting plan. Then costs for this is included in the costs you will be paying for the building of your website.

After the first 12 months you will have to renew your hosting plan with another payment for another 12/24 months as you desire.

Will that work for you, or do you have any other existing commitment to a particular web host?

6. Page Text and Graphic Content

a. Company Logo

If you already have a company logo and you would want to use on the website please attach this to this form or email it to us at **info@bibiventures.com**.

b. Page Text/Wordings

Write out and attach to this form the wordings you would like to be included on the following pages of your website.

Page 1: Home Page:

This is the first page any visitor to your site will see. Write a few short but interesting information that will grab the visitor's attention.

Page 2: About Us

Visitors want to know that the people behind this company are qualified enough to handle their business. Write information about the directors and officials of the company, their education and experience in the field of the company business.

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Page 3: Our Services

Write a few sentences about the different services you offer and what makes your service special or different from other competitors or companies in the same field.

Page 4: Contact us

Provide 2 good telephone numbers, fax line and email for visitors to contact you. If you have a different personnel handling different sections of your company give their names ,email addresses and phone numbers and what section they cover.

Additional pages: Please indicate if you wish to include any other additional pages, the names of the pages and the wordings, photos & graphic for the pages. ***Please remember additional pages will incur additional charges to our basic charges for a simple web site design.***

Page 5: Title: _____

Details: _____

Page 6: Title: _____

Details: _____

c. Pictures & Graphic images

Please describe any other graphic images (photos, illustrations, etc) you already have which would be included on the web site?

(i) _____ (ii) _____

(iii) _____ (iv) _____

(v) _____ (vi) _____

(vii) _____ (viii) _____

If you do not have images, can you offer suggestions of what type of imagery you feel would be most suitable for your website?

7.Design Style and Branding

Is there a specific design style you wish to incorporate into the web site?
If so, please describe it as well as you can.

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What image do you want your site to project, what should be "the look and feel"

Circle all those that apply.

- | | |
|------------------------------------|---------------------------------|
| <input type="radio"/> Basic | <input type="radio"/> Flashy |
| <input type="radio"/> Clean | <input type="radio"/> High-Tech |
| <input type="radio"/> Simple | <input type="radio"/> Warm |
| <input type="radio"/> Corporate | <input type="radio"/> Friendly |
| <input type="radio"/> Professional | <input type="radio"/> Personal |
| <input type="radio"/> Conservative | <input type="radio"/> Sweet |
| <input type="radio"/> Fun | <input type="radio"/> Masculine |
| <input type="radio"/> Artistic | <input type="radio"/> Feminine |
| | <input type="radio"/> Other: |

Please list some examples of sites that you like.

1. Sites where I like the navigation:

a. _____ b. _____

2. Sites where I like the color scheme:

a. _____ b. _____

3. Sites where I like the branding or image:

a. _____ b. _____

4. Sites designed for the same target audience:

a. _____ b. _____

5. Sites I like the user interface or layout:

a. _____ b. _____

6. Please list 2 competitor's sites and what you like and dislike about them.

a. _____ b. _____

Site 1: URL Name: _____

What you like: _____

What you do not like: _____

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Site 2: URL Name: _____

What you like: _____

What you do not like: _____

7. Please list 2 sites that you like in general/overall. Explain what you like

a. _____

b. _____

8. Please list 2 sites that you do not like. Explain why you do not like them.

a. _____

b. _____

8. Interactivity, E-commerce

a. Will the site need a form allowing site visitors to contact you for information?

Yes: _____ No: _____

b. Our simple web designs on line **do not** include selling of any product on the Website, shopping cart and check out process. **For additional charges to our basic charges we can add certain on line selling features to a basic simple web design.** Describe to us if you wish to be selling anything? If so, please describe the type and number of Products.

c. How will your customers be paying for your products?

9. Animation/Audio/Video

Our simple web designs on line **do not** include animation, audio or video.

For additional charges to our basic charges we can add certain audio or video features to a basic simple web design. Describe to us what you would like if you wish to include any animation, audio or video on your site.

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10. Future Maintenance Options

We will create your simple website on line with the ability for us to edit and update the content periodically for the entire one year period after the creation of your website. We will upon your request be able to perform the following level of maintenance.

1. Simple text edits only (edit and add text to an existing page)
2. Edit/add photos and text
3. Add new pages and edit text and photos
4. Add/remove pages and menu items on the navigation bar and edit text and photos

Please remember that each update or editing request is an extra charge beside the initial designing charges of your website.

a. How often would you require us to update your website?

- Monthly (12 times a year)
- Quarterly (3 times a year)
- Half yearly(2 times a year)
- Yearly (1 time a year)
- Other (Upon request only)

b. Do you prefer to maintain your own web site?

Yes: _____ No: _____

If **Yes** we will set up your account on additional services and release to you/your web master information to enable you maintain the website on your own.

11. Search Engine Placement

Are good rankings on search engines important for this web site? If so, please list the most important key words or key phrases you believe will be used to find you.

12. Other Considerations

Please tell us anything else we need to know about the planned web site.

13. Time Frame and Budget

We charge a very reasonable low cost to design a simple web design on line for your company so that it will be affordable to any small business. You may pay the design cost at once however for your convenience we also schedule payment in four- (4) easy installments.

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The entire simple web design process is designed to be completed in under 4 weeks.

We will usually complete and publish your simple web design within 7-10 business days (3 weeks) from the date you submit this Website design form and make your second payment.

For your simple web design on line the 4 installment payments are as follows:

1st payment:

Reserve and confirm domain name and send web design form to client

2nd payment:

Design the simple website with information from the web design form and send draft website to client for preview.....1 week

3rd payment:

Make clients observations and comments corrections to web design and send back to clients.....1 week

4th payment:

Launch and Publish website and submit domain for search engine placement.....1 week.

WEB DESIGN PAYMENT COMMITMENTS

Please note that we request you commit to making the full payment for the project of making a simple web design on line for your company.

- a. Payments must be made within 48 hours of receipt of each stage
- b. Payments after 2nd Payment are **non refundable** and you are committed to make the last 2 payments in full after the anticipated 4 weeks simple web design period.
- c. You will be notified of the completion of your simple web design on line website. Your website will be launched and published when completed and will remain visible on line for 30 days.
- d. If we do not receive the 4th and last payment within the 30 days we will deactivate the website account and it will no longer be visible on line till payment is made with a 10% reactivation charge.

1. On time payments:

Will you be able to make your payments on time to help us keep to our simple web site design time line?

Yes: _____ No: _____

2. Complete payment:

Will you be able to make your complete payments to help us launch and publish your simple web design on line within the anticipated time line?

Yes: _____ No: _____

I/We have completed the simple web design form and request that you should go ahead with the design of a simple web design on line for my/our website.

NAME: _____ SIGNATURE: _____

WEB SITE: _____ DATE: _____

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