

Bibi Ventures

www.SimpleWebDesignsOnline.com

What information and pictures do you need to customize my website?

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.

We have put together a **SIMPLE WEB SITE DESIGN REQUEST FORM** that you can download, print and fill out and return to us. This form requests that you supply us with information we will need for all the pages of your website to enable us design and customize your website to suit your specific personal, business or company needs.

Information also includes the submission of;

1. Business/Company name, type of business, address, and contact information
2. Business/company colors & type of website desired
3. Logo, images & pictures for the website

Simple Web designs on line Website pages

We usually design our websites with 4-5 basic static pages. We always request for you to provide the images, pictures and information we will use as content for your website for the following pages.

1. Home (Welcome) Page
2. About Us (or Biography) Page
3. Our Team (or Meet the Staff) Page*
4. Our Services/Products Page
5. Contact Us Page

WEBSITE CONTENT FORMATS

WRITTEN INFORMATION:

Information for each page of the website must be written in an electronic format (Microsoft-Word or Text) and returned along with the website request form either via email or by return to our offices.

LOGO IMAGES:

Submit to us your company logo in an electronic format (preferably Adobe Photoshop).

PICTURES:

Submit to us via email or on a CD pictures that you own that you want to be on any of the pages. They must be crisp and clear- in jpeg format. We can also use royalty free stock photos for you on your website.

Our basic charges, to design your simple website, cover the above mentioned 5 pages. When you make the required content available to us on time we can keep to the stated design time line and complete & publish your website in as short a time as possible.

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Information & pictures needed for each page.

1. Home (Welcome) Page:

Information: We need you to supply information about your company or business that you will want us to put on the home page of your website. The Home page of your website is a very important and central page as it is the first page that visitors to your website will see. It is as the main entry point to your website and you will want to create a good impression to your visitors. This is where the site navigational bar will be and we will need interesting information, as text or graphics, to show a visitor that they are indeed on the correct site for your company or business.

The company logo is the identity of the company. Your company logo will be put on your welcome page as well as on all the pages of your website. If you are an individual then a very good picture of yourself will be on this page as well as on all the pages of your website.

Pictures: Of your company premises, products, Chairman/Managing Director or owner of the business, or any pictures that you will want on the front page of your website.

2. About Us (or Biography) Page:

Information: We need you to supply us with information for the About Us page. This page tells the world a little background about your company, or yourself. If you are a business, it is on this page that you tell how you started your business, what you currently sell or which services you offer, or anything else that a visitor would like to see. If you are an individual it is on this page that you give your biography and any other interesting thing that the visitor might want to know about you.

Pictures: Of your company products or what you do or your locations will be good on this page. If you are an individual 1-2 good pictures of you will be good on this page.

3. Our Team (or Meet the Staff) Page:

Information: We need you to supply us information about the staff of your company. It is on this page that a company/business list the staff of the company that deal with the public regularly.

Pictures: We will need pictures of all your staff to make this page more informative. We will place small thumbnail images of the staff, along with their name, position, and a brief description of them

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4. Our Services/Products Page:

Information: We will need you to give us information for this page. It is on this page that we will list the different types of services your company offers and a brief description of each or the goods or products of the company. Also you can give information for payment if the goods/products can be purchased on line or at which stores the goods /products may be purchased locally.

Pictures: We will need you to furnish us with thumbnail pictures of the goods / products of the company with the name and a brief description of the functionality of each of the goods/products, bulk and retail prices

5. Contact Us Page:

Information: **This is the most important information you have to give us.**

The Contact Us page tells the whole world how you can be reached and your goods and services purchased. If you are trying to generate business, this page makes it easy for customers and clients to contact you. This page must give the world your phone numbers, fax number and an e-mail address to contact you by. If you have a walk-in location you will need to put a map or directions of how to get to your business on this page.

Pictures; **Of directions, map, your location or branches are good on this page.**

ANY OTHER INFORMATION

Here are some other information that you may wish to add on the form to help us design a website that you will like for your business or company.

Color & type of website:

Tell us what type of colors you use for your company and the style you like your Web site to show.

Competitor websites:

Visit one or two of the websites of your competitors-Other companies doing the same type of business you are in- and give us the URL information tell us:

- a. what you like about their websites
- b. what you do not like about their websites and
- c. what you think you want on your website that will make your own website different and stand out more than any of these websites you visited.

SUBMIT ALL INFORMATION & PICTURES AT ONE TIME:

The only way we can keep to our design time line to get your simple website up in the shortest time depends on YOU.

We need you to submit ALL the information & pictures AT ONCE and to also make your payments, comments & observations on time and we will be able to complete your simple website design and publish it in the shortest time possible!

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