

Web requirements – what we need from you to get your site up and running

Tick the box as you complete each question

- Do you require a Holding page?
(A temporary page with contact details; while the site is being built)
- Do you have a Logo in Hi Res format? (PSD, IND, AI are the formats to work with)
- Colours' – What are your brand colours?
- Headings- what headings do you want for your website
E.g. **About us**, Case studies, Contact us, Products, Services, etc
- Sub Headings – What drop down's do you require?
E.g. Under the heading **About us** would come -Company Profile, Meet the team, member profile
- Do you have a site Map?
- Images – do you have images in Hi Res? (Minimum size being 800x 600 pixels at 72 DPI)
- What format are the images in? E.g. JPG, GIF or PNG
- Do you require Video?
- Do you have a Video to use? Or do you need Ecomgroup to create one for you?
- Links- create a list of the Links you want to include in the site?
- Email links – what email links do you want to use in the site?
- Search – How do you want to use the search function – Keyword, In-site or other?
- Calendar- Do you require events to be listed by date and time?

creative online solutions that work

- Forms- What information do you want on the forms e.g.
 - Contact us for more information
 - Newsletter sign up
 - Membership Registration
 - Booking information

 - Ecommerce - Do you require a Shopping cart for products?
 - Do you require a Payment Gateway for visitors to purchase products or services?

 - Do you require a Quote request? - What are the fields?
 - What do you want to include in the quote request? E.g. drop down menu for selection of product or services - area location, country, industry, etc
 - Do you require a Blog?
 - Do you require a Webinar?
 - Do you require a Survey Form? If so "What are the fields"?
 - Do you require a Straw poll?
 - Do you have a privacy policy?
 - Do you have a site Terms and Conditions
 - Do you have a site Disclaimer
 - Do you have any other special requirements not mentioned here?
-

Use this area to add your own notes:

creative online solutions that work