

The purpose of this Website Information Kit is to:

- 1) Assist you in deciding what information and resources you wish to display on the website
- 2) Help you to gather and submit all of this information and resources in a clear and precise manner
- 3) Guide the web designer in the right direction for what you wish to achieve with your website
- 4) Provide a clear and precise plan for the web designer
- 5) Provide a clear and precise plan for what the client will receive

Included in this kit is:

- 1) A Letter of Acceptance
- 2) A General Questions page
- 3) A Navigation structure page
- 4) An information collection page for each of the buttons
- 5) A checklist

Please Note:

- 1) If the space provided to you is not adequate, please feel free to attach clearly labelled additional pages
- 2) This Website Information Kit must be completed and all information/resources received before website design will commence
- 3) Please print this Website Information Kit out, fill in the documentation, scan and email to erin@feverdesigns.com.au or post to PO Box 1012, Ipswich QLD 4305.

Website Design Process:

- 1) Completed documentation is received
- 2) The website interface will be designed and emailed to you for approval (Phase 1)
- 3) Once this design is accepted by you, the remainder of the website will be completed and submitted to you for approval (Phase 2)
- 4) On your request, 1 lot of minor changes to this website version will be made (Phase 3)
- 5) After receiving sign-off from you the client, the website will be uploaded to the live site

NOTE: Additional amendments after Phase 3 will be charged out at \$65 per hour

WEBSITE INFORMATION KIT

GENERAL QUESTIONS



1) Are there any specific colours you want your website's design to be based on?

2) Do you have a business logo? If so, will you email or send on CD? If not, would you like me to design your new logo? (graphic design = \$65 per hour) If you do not need a logo, please specify and I will simply have your business name in a banner at the top of the website.

3) Are there any websites that you have seen that you like? If so, what are they and what do you like about them? _____

4) Do you have a domain name (web address) registered already? *(please tick one)*

Yes. It is www._____

No. I would like you to register it for me. I want www._____

5) Do you have website host in place?

Yes. My website host is _____

My USERNAME is: _____ My PASSWORD is: _____

No. I would like you to organise it for me.

6) Are there any specific Keywords you wish to use in the Search Engine coding?

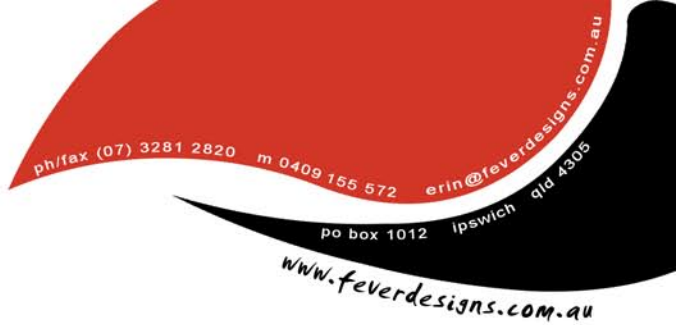
Yes. Please include _____

No. I would like you to do the research and use what you see fit.

7) What is the businesses ABN or ARBN number? *(if applicable)*

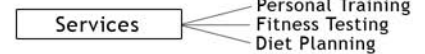
WEBSITE INFORMATION KIT

NAVIGATION



What buttons would you like on your website? When naming your buttons, take into consideration the following:

- 1) What language you use eg. will your target audience understand the terminology?
- 2) The length of the wording eg. having 5 one-word button titles & 1 four-word button title would not look neat and simple
- 3) It is standard for most websites have a HOME, ABOUT US and CONTACT US button
- 4) Use the grey area for second level buttons if necessary eg.



BUTTON 1

BUTTON 2

BUTTON 3

BUTTON 4

BUTTON 5

BUTTON 6

BUTTON 7

BUTTON 8

BUTTON 1



TEXT

The text for the Button 1 web page is: *(please tick one)*

- A word document called _____ .doc which I will email
- In an email. The subject title of this email is called _____
- Attached to this documentation. It is titled _____ and consists of ___ pages

PHOTOS / IMAGES

Please email the photos and/or images or burn them onto a CD and post. If you only have hard copies of the photos, please label these photos clearly and post.

List the file names and any additional notes:

- 1) File Name: _____ Notes: _____
- 2) File Name: _____ Notes: _____
- 3) File Name: _____ Notes: _____
- 4) File Name: _____ Notes: _____
- 5) File Name: _____ Notes: _____

ADDITIONAL INFORMATION OR NOTES:

Please specify any additional information you wish to include or outline any special requirements for this particular web page:

BUTTON 2



TEXT

The text for the Button 2 web page is: *(please tick one)*

- A word document called _____ .doc which I will email
- In an email. The subject title of this email is called _____
- Attached to this documentation. It is titled _____ and consists of ___ pages

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- 2) File Name: _____ Notes: _____
- 3) File Name: _____ Notes: _____
- 4) File Name: _____ Notes: _____
- 5) File Name: _____ Notes: _____

ADDITIONAL INFORMATION OR NOTES:

Please specify any additional information you wish to include or outline any special requirements for this particular web page:

BUTTON 3



TEXT

The text for the Button 3 web page is: *(please tick one)*

- A word document called _____ .doc which I will email
- In an email. The subject title of this email is called _____
- Attached to this documentation. It is titled _____ and consists of ___ pages

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- 2) File Name: _____ Notes: _____
- 3) File Name: _____ Notes: _____
- 4) File Name: _____ Notes: _____
- 5) File Name: _____ Notes: _____

ADDITIONAL INFORMATION OR NOTES:

Please specify any additional information you wish to include or outline any special requirements for this particular web page:

BUTTON 4



TEXT

The text for the Button 4 web page is: *(please tick one)*

- A word document called _____ .doc which I will email
- In an email. The subject title of this email is called _____
- Attached to this documentation. It is titled _____ and consists of ___ pages

PHOTOS / IMAGES

Please email the photos and/or images or burn them onto a CD and post. If you only have hard copies of the photos, please label these photos clearly and post.

List the file names and any additional notes:

- 1) File Name: _____ Notes: _____
- 2) File Name: _____ Notes: _____
- 3) File Name: _____ Notes: _____
- 4) File Name: _____ Notes: _____
- 5) File Name: _____ Notes: _____

ADDITIONAL INFORMATION OR NOTES:

Please specify any additional information you wish to include or outline any special requirements for this particular web page:

WEBSITE INFORMATION KIT

BUTTON 5



TEXT

The text for the Button 5 web page is: *(please tick one)*

- A word document called _____ .doc which I will email
- In an email. The subject title of this email is called _____
- Attached to this documentation. It is titled _____ and consists of ___ pages

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- 2) File Name: _____ Notes: _____
- 3) File Name: _____ Notes: _____
- 4) File Name: _____ Notes: _____
- 5) File Name: _____ Notes: _____

ADDITIONAL INFORMATION OR NOTES:

Please specify any additional information you wish to include or outline any special requirements for this particular web page:

BUTTON 6



TEXT

The text for the Button 6 web page is: *(please tick one)*

- A word document called _____ .doc which I will email
- In an email. The subject title of this email is called _____
- Attached to this documentation. It is titled _____ and consists of ___ pages

PHOTOS / IMAGES

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- 2) File Name: _____ Notes: _____
- 3) File Name: _____ Notes: _____
- 4) File Name: _____ Notes: _____
- 5) File Name: _____ Notes: _____

ADDITIONAL INFORMATION OR NOTES:

Please specify any additional information you wish to include or outline any special requirements for this particular web page:

BUTTON 7



TEXT

The text for the Button 7 web page is: *(please tick one)*

- A word document called _____ .doc which I will email
- In an email. The subject title of this email is called _____
- Attached to this documentation. It is titled _____ and consists of ___ pages

PHOTOS / IMAGES

Please email the photos and/or images or burn them onto a CD and post. If you only have hard copies of the photos, please label these photos clearly and post.

List the file names and any additional notes:

- 1) File Name: _____ Notes: _____
- 2) File Name: _____ Notes: _____
- 3) File Name: _____ Notes: _____
- 4) File Name: _____ Notes: _____
- 5) File Name: _____ Notes: _____

ADDITIONAL INFORMATION OR NOTES:

Please specify any additional information you wish to include or outline any special requirements for this particular web page:

BUTTON 8



TEXT

The text for the Button 8 web page is: *(please tick one)*

- A word document called _____ .doc which I will email
- In an email. The subject title of this email is called _____
- Attached to this documentation. It is titled _____ and consists of ___ pages

PHOTOS / IMAGES

Please email the photos and/or images or burn them onto a CD and post. If you only have hard copies of the photos, please label these photos clearly and post.

List the file names and any additional notes:

- 1) File Name: _____ Notes: _____
- 2) File Name: _____ Notes: _____
- 3) File Name: _____ Notes: _____
- 4) File Name: _____ Notes: _____
- 5) File Name: _____ Notes: _____

ADDITIONAL INFORMATION OR NOTES:

Please specify any additional information you wish to include or outline any special requirements for this particular web page:

WEBSITE INFORMATION KIT

CHECKLIST



- 1) I have read, signed and returned the Letter of Acceptance
- 2) I have paid the deposit amount stated in the Letter of Acceptance
- 3) I have completed the Website Info Kit General Questions page
- 4) I have completed the Website Info Kit Navigation page
- 5) I have completed the correct number of Website Info Kit Button pages
- 6) I have emailed or burnt onto CD all photos/images
- 7) I have emailed or burnt onto CD all website text
- 8) I have sent a copy of my logo *(if applicable)*
- 9) I have provided login information for current website hosting *(if applicable)*

*Please either email completed documentation and resources to
erin@feverdesigns.com.au or post to PO Box 1012 Ipswich QLD 4305*