Initial Website Details

*Please fill in the appropriate details. You can add as many rows to each table as you need.*

*Ignore any sections that do not apply.*

Return this form to Links Support

Email to: communications@linkssupportltd.co.uk

1). How many pages?

By this we mean how many separate pages with something displayed on it are there. An example would be Home / About Us / What we do / Contact Us / GDPR statement / Sales Terms and Conditions / Gallery of images equates to 6 pages.

|  |  |
| --- | --- |
| Page Name | Brief Contents description |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

2). What menus?

This would be the names and actual positions of the menus as seen by the viewer. This can include sub-menus that appear or pop down when you hover over the main menu title. Ideally this should link to the pages as specified above. A brief description of where the menus should appear (i.e. top of page / left hand side / footer) and their position as a number.

Description of placement of menus:

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| Position | Menu text | Page it links to |
|  |  |  |
|  |  |  |

3). What colour palette?

Normally this would be based around the business colours / logo but can be anything within reason. It would also be useful to have a highlight option as well for such things as accenting specific text or shading a paragraph / text area. The colours should be specified in rgb, hsb, cmyk or pantone ref an example would be:

|  |  |  |
| --- | --- | --- |
| *Colour Ref specification* | *Colour description or swatch* | *Colour usage* |
| *Pantone Solid 2567 64.7, 65.4, 0, 0 cmyk* | *Main purple matches main logo colour* | *Footer / Header area  main highlight heading colour* |

|  |  |  |
| --- | --- | --- |
| Colour Ref specification | Colour description or swatch | Colour usage |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

4). Do you have a logo?

If the answer is yes then we would need you to supply a large 300dpi file in photoshop (.ps), .jpeg, or .png format to ensure the best web display. Also include in the description if any areas of the logo are transparent.

|  |  |
| --- | --- |
| Graphic logo (paste small image here) | Description / file name |
|  |  |

*4a). How will you supply the logo?*

|  |
| --- |
|  |

5). Do you need image sliders on any page/s?

Simply describe the requirement, how many images, where and which page they appear on.

|  |  |  |
| --- | --- | --- |
| Description | Number of Images | Which page is it on |
|  |  |  |
|  |  |  |

6). Do you need image galleries on any page/s?

Please give an estimate to the number of images to be displayed and which page they appear on.

|  |  |  |
| --- | --- | --- |
| Description | Number of images | Which page is it on |
|  |  |  |
|  |  |  |

7). Do you need any single images on any pages?

Please describe images and which page they are to appear on.

|  |  |  |
| --- | --- | --- |
| Description | Number of images | Which page is it on |
|  |  |  |
|  |  |  |

*5a, 5a and 7a). How will you supply the images?*

|  |
| --- |
|  |
|  |
|  |
|  |

8). Is a Contact form/s needed?

Give a brief description and the fields that are needed per form and if a captcha is needed.

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Fields | Page Name / Location | Captcha (y/n) |
|  |  |  |  |
|  |  |  |  |

*8a). What email address is to be used for the contact form?*

|  |
| --- |
|  |

9). Do you need an e-commerce Shop?

If yes, please give brief details here as further discussion will be necessary. Include payment methods required and whether you have a merchant account that you use (Stripe /Worldpay /PayPal etc).

|  |
| --- |
|  |
|  |

*9a). Do you need data to be imported?*

Please give some indication to the quantity of items, whether you have an item code and any other fields required to be imported and whether you will supply a spreadsheet with the correct data on it.

|  |
| --- |
|  |
|  |

*9b). Are you using a subscription model?*

If you are, please give details of the purchasing needs for the subscriber i.e. is it weekly / monthly / yearly and how many variations are needed? Do you give out coupons?

|  |
| --- |
|  |
|  |

*9c). Please supply the business details for initial shop setup (if needed)*  
 *Attach text files to email, list names below if required*

|  |  |
| --- | --- |
| Business / trading name |  |
| Business address |  |
| Company number |  |
| VAT number |  |
| telephone |  |
| Email address |  |
| Social media links  *(copy web addresses)* |  |
| Sales Terms *(text file)* |  |
| GDPR Terms *(text file)* |  |

10). Is SEO required?

Indicate the key words your looking to use and which pages to use.

|  |  |
| --- | --- |
| Key words | Pages |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

11). How many visitors per day do you expect, are you allowing any downloadable items from the website?

|  |
| --- |
|  |

12). Do you need emails for the domain and how many?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

13). Is regular updating of pages / graphics / products on the site required?

Give an indication of the amount of updating and whether you will carry out the updating yourself.

|  |
| --- |
|  |