



**Office on Demand - Web and Graphic Design Services**  
1775 Cameron Street West, Cannington, ON L0E 1E0  
Phone: 705-432-3239 Fax: 705-432-2589

www.officeondemand.ca info@officeondemand.ca

We would appreciate if you would take a few moments and complete this questionnaire. The questionnaire will help the Office on Demand Design Team to better evaluate your needs and preferences. The more detailed you are, the better we can serve you. Completed questionnaires can be emailed to [info@officeondemand.ca](mailto:info@officeondemand.ca) or faxed to 1-705-432-2589

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## CLIENT PROFILE

Business/Client Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip /Postal Code: \_\_\_\_\_

Business Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Mobile: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Country: \_\_\_\_\_

Email: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_ Mobile: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

How does your company currently market itself?

Does the company have a marketing division?

How is business generated?

Number of employees: \_\_\_\_\_

Years in business: \_\_\_\_\_

Is your organization a registered charity or not-for-profit organization:  Yes

Is this a new website design or a re-design of your existing site? \_\_\_\_\_

If a redesign, what is the domain name of your existing web site?

\_\_\_\_\_

If a new site, have you registered a domain name for your site?  Yes  No

If so, what is it? \_\_\_\_\_

If you do not have a domain name yet, please list your top 3 choices for domain names here.

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_



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Do you currently have a web hosting provider?

Yes  No

If so, please provide the following contact information for your provider:

Provider Company Name: \_\_\_\_\_

FTP: \_\_\_\_\_

User: \_\_\_\_\_ Password: \_\_\_\_\_

If no, would you like us to arrange Web Hosting?

Yes  No

Tell us about the nature of your business.

What is the estimated time frame for completion of the project?

Business Competitors' Names and Websites:

Of your competitors' sites, which ones do you like and why?

What competitors' sites do you dislike and why?

How do you think your site will beat the competition?



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## WEB ELEMENTS

Please indicate all web page elements that you will want to include on your web site. If you anticipate that you will require more than one page for a particular element please indicate the number of pages beside the element (For example, If you require a separate page for each service you offer - indicate the number of services.)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Welcome/Main Page         | <input type="checkbox"/> Splash – Opening Page  | <input type="checkbox"/> Members-only Area    |
| <input type="checkbox"/> Links or Affiliates Page  | <input type="checkbox"/> Staff Page             | <input type="checkbox"/> Contact me/us        |
| <input type="checkbox"/> Newsletters with Archives | <input type="checkbox"/> Promotions/Specials    | <input type="checkbox"/> Locations/directions |
| <input type="checkbox"/> Mission Statement         | <input type="checkbox"/> Articles               | <input type="checkbox"/> Benefits             |
| <input type="checkbox"/> Career Opportunities      | <input type="checkbox"/> Services               | <input type="checkbox"/> Products             |
| <input type="checkbox"/> Site Map                  | <input type="checkbox"/> Awards and recognition | <input type="checkbox"/> Workshops/Seminars   |
| <input type="checkbox"/> On-line registration      | <input type="checkbox"/> Policies & procedures  | <input type="checkbox"/> On-line catalog      |
| <input type="checkbox"/> Portfolio/Gallery         | <input type="checkbox"/> Team/Department Info   | <input type="checkbox"/> Privacy Policy       |
| <input type="checkbox"/> Secure Shopping Cart      | <input type="checkbox"/> Speaking engagements   | <input type="checkbox"/> Schedule of events   |
| <input type="checkbox"/> Testimonials              | <input type="checkbox"/> Bulletin Board/Forum   | <input type="checkbox"/> Media - Audio/Video  |
| <input type="checkbox"/> PR/News releases          | <input type="checkbox"/> Database               | <input type="checkbox"/> Animation/Flash      |
| <input type="checkbox"/> Terms                     | <input type="checkbox"/> Pricing/Rates          | <input type="checkbox"/> FAQ's                |
| <input type="checkbox"/> Other:                    | <input type="checkbox"/> Other:                 | <input type="checkbox"/> Other:               |
| <input type="checkbox"/> Other:                    | <input type="checkbox"/> Other:                 | <input type="checkbox"/> Other:               |
| <input type="checkbox"/> Other:                    | <input type="checkbox"/> Other:                 | <input type="checkbox"/> Other:               |
| <input type="checkbox"/> Other:                    | <input type="checkbox"/> Other:                 | <input type="checkbox"/> Other:               |

## STYLE & DESIGN

Describe your colour preferences? Do you have company/organization colours? What are your colour preferences? (Earth tones, Vibrant, Pastel, Contrasting?)

What kind of image would you like to portray? (Conservative, very corporate, fun and playful, edgy and trendy, bright and colourful, artistic and non-linear, minimalist)



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Please list a few addresses for websites that you like the look of and briefly describe why you like them. These sites may or may not be industry related.

Site Address	Why you Like it

Please list a few addresses for websites that you **DO NOT** like the look of and briefly describe why you do not like them. These sites may or may not be industry related.

Site Address	Why you Like it



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Do you currently have a corporate logo and/or corporate image that you want to incorporate into the web site?

Yes  No

If you do have a logo, is it available to us in a high quality digital format (.JPG, .GIF, .TIF)?  Yes, available in digital  No, must be scanned

If you do not have a logo, would you like us to create one for you?

Yes  No

Do you have photos you want included ?

Yes  No

If so, are they available in high quality digital format (.JPG, .GIF, .TIF, etc.)?

Yes, available in digital  No, must be scanned  Both

Approximately how many photos? \_\_\_\_\_

Do you already have existing printed items (brochures, catalogs, business cards)? If so, would you like to continue the same font, style, logo and colors? (If you do want us to use such items, please forward these items to us.)

Describe the look and feel you would like for your navigational structure (menu), if you have a preference. (All web pages need consistent navigation on every page. There should be either a horizontal menu on the top or left-hand side. Finally, Office on Demand recommends that text navigation be included at the bottom of every page):

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## FUNCTIONALITY

Tell us what you want this website to accomplish? (Attract clients? Sell products and services? Provide useful free information? Be a resource for others? Promote a business idea, charity or association?)



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Do you require e-commerce functions such as: a client registration or other database; secure product order forms; on-line catalogue of products? Please provide as much detail as possible about your requirements.

Will you require Office on Demand to provide regular updating of your site or will you or someone else update your site?

Are you able to provide the content (text portion) of the site to Office on Demand in *electronic format* or will you require someone to write your content?

Please provide us with any other details that will help us in evaluating your needs: