

## BILL MORGAN: Website Client Intake Questionnaire



Please provide the following information so we can customize your new website with your business details.

### BASIC INFORMATION - FOR STANDARD OUT OF THE BOX WEBSITE

1. Contact Name: \_\_\_\_\_
2. Contact Phone Number: \_\_\_\_\_
3. Contact Email: \_\_\_\_\_
4. Business Name: \_\_\_\_\_
5. Business Address: \_\_\_\_\_
6. Business Phone Number / Fax Number: \_\_\_\_\_
7. Business Email Address: \_\_\_\_\_
8. Hours of Operation: \_\_\_\_\_  
\_\_\_\_\_
9. Website URL (i.e., www.yourwebsitename.com) -- if you already own a domain name.  
\_\_\_\_\_
10. Do you need us to purchase a domain name for you? \_\_\_ Yes \_\_\_ No
11. If yes, what domain name(s) do you wish us to purchase for you?  
\_\_\_\_\_
12. Do you have a preferred hosting service that you are already using? \_\_\_ Yes \_\_\_ No
13. If yes, please provide the username and password so we can log into your hosting service to upload your website when it is completed  
Hosting Service URL: \_\_\_\_\_  
Hosting Username: \_\_\_\_\_

## New Website Client Intake Form



Hosting Password: \_\_\_\_\_

10. Do you have a logo you wish to use on this website?  Yes  No

If yes, please email a copy of your logo in .jpg and .png format to this email address:

\_\_\_\_\_

If you do not have a logo, would you like us to create one for you?  Yes  No

CONTINUED --

11. What products or services do you wish to list on the website?

12. What geographic areas do you serve? Please list all towns/cities, counties, zip codes you wish to list on your website.

13. Do you have any customer testimonials you want to add/showcase on your new website? If so, please email us the text of each testimonial. If you have a customer photo to accompany each testimonial, please provide the relevant photos as well.

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14. Do you have any photos/images you wish to add to the website? \_\_\_\_\_ Yes \_\_\_ No

Please email the additional photos/images you wish to add to this email address:

\_\_\_\_\_.

15. About Us Page Content:

Please email us the copy/content that you wish to see on the About Us page:

- Company owners/managers bios
- Company history and mission
- Company achievements or awards, etc.

16. Social Media Links:

Facebook URL: \_\_\_\_\_

Google My Business URL: \_\_\_\_\_

LinkedIn URL: \_\_\_\_\_

Pinterest URL: \_\_\_\_\_

Skype URL: \_\_\_\_\_

Yelp URL: \_\_\_\_\_

YouTube URL: \_\_\_\_\_

17. Are there any special offers or promotions you'd like to feature on the website?

18. Is there any other information that you want to include on the website?

**Questions? Please direct your questions to:**

Name: \_\_\_\_\_

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Phone: \_\_\_\_\_

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

Make checks payable to WTM Consultants