1. **Company Information**
2. List the following -
   1. Company Name…:
   2. Address………………:
   3. Phone Number…:
   4. Email……………………:
   5. Website………………:
3. What year was the company founded?
4. Do you have a company logo or preferred colors?
5. List primary contacts (Name, email, and phone):
6. List all of your services/products that you want included on the website:
7. List all nearby cities/towns/countries within your service area:
8. What differentiates you from your competition?
9. What types of advertising do you use, or have you used?
10. **Website Content**
11. Do you have a domain name and/or web hosting? If so which hosting site are you using (ex. GoDaddy, Hostgator, etc)?
12. What is the main goal of the website? (For example, more phone calls, email leads, sell online, etc.)
13. List all pages you want on your website:
14. Do you want a contact form on your website?
15. Do you want to list any organizations you are part of?
16. Do you have social media accounts that you want to link?
17. Do you have text/photos/testimonials for the website?
18. Do you have videos to feature on your website?
19. How often do you plan to update the website after launch?
20. Do you have other marketing material to use as inspiration for the website design?
21. Do you have 2-3 websites that you like (and want to emulate)?
22. What is your target date for launching your website?
23. If your ideal customer was searching for you, what would they type into Google? (Please list 5-10 that come to mind)

*Once completed, please email the document to* [*contact@smallworkswebdesign.com*](mailto:contact@smallworkswebdesign.com)