



Technosoft.us.com

A Team of Dedicated e-Professionals...

P.O.B. 37, 683 Main St, C-33, Dennis, MA 02638 | Phone : 508-237-1151 | www.technosoft.us.com

## Questionnaire

**Date:**

**Project:**

**To :**

**CC :**

**From :**

---

## Website Planning Worksheet

This questionnaire is designed to enhance communications between Technosoft and our clients. Please print this worksheet out and have it handy when you discuss your project with a Technosoft representative. After we've filled in the blanks as we talk on the phone, please make a photocopy for your records, and email (sandywilder@technosoft.us.com) a signed copy to us. It provides a written memorandum of our mutually-agreed upon plan.

The questionnaire is an effective way to transfer your ideas to our designers and developers; the overall project quality greatly depends on answers you provide.

1. Nature of your business
2. Services that your company provides
3. Your target audience
4. Some examples of sites that you like in terms of designs, ease of use and navigation etc.
5. What is the single most desired action for a visitor to take while visiting your website?



6. Would you like FLASH elements embedded in your site? *(little bit of animation)*
  
7. What type of overall feel do you prefer on your web site to have? *(e.g. professional, colorful, animated, etc)*
  
8. How important is Search Engine Optimization to you? *(Search engine optimization helps increase your website traffic by improving your websites position on search engines like Google, Yahoo, msn, etc; this is an optional service.)*
  
9. Do you need hosting and domain name registration services? *We provide free\* hosting and support for one year for all the websites we develop. If you want to use your own hosting service please provide the details of your hosting company.*
  - a. User Name
  - b. Password
  - c. URL of Hosting Control Panel

*\*MAX 500 MB, 1 GB monthly bandwidth and 20 email ids.*
  
10. How many pages will your website have? It will be a great help if you can create a site map like the one below showing all the links your site is going to have.

### **Create a link structure as shown below**

First Hierarchy link (on home page)

1. Home  
*Short Description: A link to come back to your home page from other pages*
2. About Us  
*Short Description: Company profile*
3. Product  
*Short Description: Product catalogue, product ordering codes*
4. Contact Us  
*Short Description: Contact address, phone number, email, chat, etc.*
5. Inquiry  
*Short Description: A form used to request information from you*



If you require more category groupings and a link to these pages such as “upholstered furniture” or “dining room furniture”, let us know and we will create these links as well. They might look a little like this.

3.1 Upholstered Furniture

*Short Description:*

3.2 Dining Room Furniture

*Short Description:*

If you want to further expand your offerings we could add “Sofas” 3.1.1 as part of Upholstered Furniture offerings and Formal as part of your Dining Room furniture offerings. It would look like this.

3.1.1 Sofas

*Short Description:*

3.1.2 Formal

*Short Description:*

11. Contact Details *(the following information will be displayed in the “contact us” page of the website)*
  - a. Contact Person
  - b. Organization Name:
  - c. Address
  - d. Zip Code
  - e. Email
  - f. Phone
  - g. Fax
12. Please include a copy of your company's letterhead, brochures, catalog, etc. so we can see how you present your company image. Also tell us the font name you use for your company name.
13. Do you want any special type of Shopping Cart? (for ecommerce website only)



- a. Yes
    - Details:
  - b. No
14. Details of Shipping Charges: (For ecommerce website)
15. Payment Gateway to attach (Yes/No) (For ecommerce website)
- a. Paypal
  - b. Authorize.net
  - c. Ccnow
  - d. Any other
    - 1.
    - 2.
16. Include Product Images
17. Other Details or features you want to add to your website
18. Platform
- PHP/MY SQL
  - Asp.net/MS SQL
  - or
  - Don't know