

Client Worksheet - Request for Proposal

Please answer as many questions as are relevant and to the best of your ability. If you don't think a question is relevant to your project, just ignore it.

The Basics

What is the name of your organisation and your current/intended web address?

Please describe your organisation in a short paragraph and the concept, product or service your site will offer.

Who are your main contacts for this project? Please provide names, telephone numbers and email addresses.

Is there a specific date by which the project needs to be completed? Is there a reason for this date?

What is the budget for this project?

Your Objectives

What are the main business objectives for this project?

How will you measure that the site is a success?

Current Site

What do you like about your current site and why?

What don't you like about your current site and why?

Content and Design

How would you like users to perceive the new site?

Will you require the ability to update the content on the website directly?

Do you already have branding for your organisation? Please provide colour schemes, logos etc.

Additional Comments

Please provide any additional comments here that you think would be useful.