



CREATIVE SERVICES FOR SMALL BUSINESS
PO BOX 354 • HENDERSON, COLORADO 80640

New Client Worksheet

Use this worksheet to organize your content, priorities and expectations for your website.

Name: _____

Email: _____

Contact Number: _____

Your Domain

Registered Domain Name: _____

Registrar (GoDaddy, HostMonster, etc): _____

- Registrar Login: _____

Primary Domain Email: _____

Contact Form Email: _____

Additional Emails: _____

Additional Emails: _____

Additional Emails: _____

Type of Business: _____

Industry or Business Type: _____

Main Audience: _____

How Long in Business: _____



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The Market

Geo Location of Service: _____

Closest (Geo) Competition: _____

Your Company's Address: _____

Additional Relevant Competition: _____

Address: _____

Additional Relevant Competition: _____

Address: _____

Building the Site

Primary Content on the Site (pages you might expect to see): _____

What are the Expectations of the Site's Performance? _____

Featured Products/Services: _____

Extra Functionality and Features: _____



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Building the Partnership for Success

The Main Goal for My Site is: _____

What keywords might a potential client use to find your site? _____

Visitor (Not Hits) Goals per Month _____

Sales goals (if applicable): _____

What other marketing are you employing? _____

I am willing to spend money to draw traffic?

___ Yes ___ No

Budget: \$ _____

I have a Google Analytics account

___ Yes ___ No

Google Login: _____



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Hosting

I have access to my Hosting account

Yes No

Hosting Login: _____

I am willing to build content that will attract my kind of client

Yes No

I expect to provide updates and content (be realistic, there is no right answer, do what makes sense to you)

weekly

monthly

quarterly

occasionally as needed

I understand that my website's success relies on my participation for its growth

Yes No

What is your realistic timeline for completion? _____

Is your content ready?

Yes No

Do you need photography?

Yes No

How soon can you deliver your site-ready content? _____

Have you been provided a quote? _____

Please email the completed form to martine@rrvisioneers.com

Martine Reeh

720-436-3067

www.rrvisioneers.com