

**MARTBARRETT.CO.UK**

LET'S MAKE I.T. EASY FOR YOU

Websites and personal computer help for  
small businesses and organisations in the UK.



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## FREE OUTLINE WEBSITE



## YOUR 10-MINUTE PLANNER

The purpose of this planner is to gather some information so that we can create your **FREE, NO OBLIGATION** outline website.

It's a great way to start because:

- It helps us to understand your requirements
- It gives you an idea of what we can do for you
- It will hopefully form the basis of your final website

**Don't feel obliged to complete this planner** – if you prefer you can let us have the information by email, phone, post or in person. We can arrange a meeting if you prefer to do it face to face and want to kick around some ideas.

### **After we receive your information**

When we have enough information, we will build your outline website. You will be able to view it online at a temporary website address, or we can send you printouts if you prefer. We will let you know when it's ready to view, which can be within 24 hours, depending upon your needs.

We will also provide you with a personalised quote, confirming precise costings. There is absolutely no obligation to proceed any further if you choose not to.

Prefer to talk through the planner? – request a call-back on 0770 987 9206.

# **FREE OUTLINE WEBSITE PLANNER**

## **A – CONTACT DETAILS (for admin purposes, not to go on your website)**

<b>A1.</b> Business or organisation name (if applicable)	
<b>A2.</b> Contact Name	
<b>A3.</b> Telephone number(s)	
<b>A4.</b> Email address (if available)	
<b>A5.</b> Postal address	

## **B – WEBSITE DETAILS**

**(Just complete those boxes that you might want on your website)**

<b>B1.</b> Business or organisation name	
<b>B2.</b> Telephone number(s)	
<b>B3.</b> Email address (if available)	
<b>B4.</b> Postal address	

## **C – LOGO AND BRANDING**

**C1.** Do you have an existing business or organisation logo or branding that you want on your website? Yes \_\_\_ No \_\_\_

***If you have a logo and/or branding please send it to us (or any document containing it) by email or post if at all possible.***

**C2.** Would you like us to create a logo for you? Yes \_\_\_ No \_\_\_

**If you need a logo and have any ideas for it, then please let us know in Section F, or let us have your ideas and requirements separately.**

# **FREE OUTLINE WEBSITE PLANNER**

## **D – YOUR EXISTING WEBSITE**

**(please skip to section E if this does not apply)**

<b>D1.</b> Existing website address  (skip this page if you do not have one)	
<b>D2.</b> Do you want to use the existing website address for your new website?	Yes ___ No ___ Not sure ___

<b>D3.</b> What are the reasons for wanting to replace your existing website? (optional)

<b>D4.</b> What features and content do you want to transfer from your existing website to a new one, if any?
<b>D5.</b> Who created your existing website? <i>(this is just optional background information)</i>

# FREE OUTLINE WEBSITE PLANNER

## E – YOUR NEW WEBSITE CONTENT

### **E1. Estimate the initial size of your new website**

Don't worry about getting this right at this stage, as new pages can be added at any time. We just want to get an idea of the probable size of your initial website.

1 page	Yes ___	Maybe ___
2 pages	Yes ___	Maybe ___
3 - 5 pages	Yes ___	Maybe ___
6 - 10 pages	Yes ___	Maybe ___
11 - 20 pages	Yes ___	Maybe ___
More than 20 pages	Yes ___	Maybe ___

### **E2. Possible Page / Content headings – your ideas**

Page content and new pages can easily be changed and added, so just jot down your initial thoughts.(e.g. Home, About Us, Products, Contact, Testimonials etc.). We can decide later how pages and sub-pages should link together for easy navigation.

1.	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.
5.	10.	15.

**E3.** Who will provide the written content or text for the web pages?

*(please tick all that apply)*

We will supply **all** of it

We will supply **some** of it

We want **all** of it written for us

\_\_\_

\_\_\_

\_\_\_

**E4.** Who will provide the images and/or photographs for the web pages?

*(please tick all that apply)*

We will supply **all** of them

We will supply **some** of them

We want **all** of them supplied

\_\_\_

\_\_\_

\_\_\_

***If you have any content or ideas for text and images please send them to us by email or post if at all possible. Please send us any existing brochures, leaflets, and any other documents or ideas that contain text or images that you may want on your website.***

*(Section E continued overleaf.....)*

# FREE OUTLINE WEBSITE PLANNER

## E – YOUR NEW WEBSITE CONTENT (continued)

<b>E5. Other website features</b>	<b>Required</b>		
Automatic scrolling slide-show in header	Yes ___	No ___	Not sure ___
Photographs in a gallery that site visitors can scroll back & forth through manually	Yes ___	No ___	Not sure ___
Other images or graphics (if Yes, please tell us about them below)	Yes ___	No ___	Not sure ___
Online shop or facility to accept payments online	Yes ___	No ___	Not sure ___
Location Map (if Yes please insert postcode_____)	Yes ___	No ___	Not sure ___
Enquiry Forms	Yes ___	No ___	Not sure ___
Videos	Yes ___	No ___	Not sure ___
Blog	Yes ___	No ___	Not sure ___
Social Media links	Yes ___	No ___	Not sure ___
Document downloads (e.g. menus, booking forms, price lists etc.)	Yes ___	No ___	Not sure ___
Other (specify)	Yes ___	No ___	Not sure ___
	Yes ___	No ___	Not sure ___
	Yes ___	No ___	Not sure ___
	Yes ___	No ___	Not sure ___
	Yes ___	No ___	Not sure ___

If you have answered **Yes** to any of the items above, or want features not listed, feel free to tell us more about your requirements below, or attach them separately.

# **FREE OUTLINE WEBSITE PLANNER**

## **F - YOUR WEBSITE OBJECTIVES AND OTHER INFORMATION**

**What are the MOST IMPORTANT things you want your website to achieve for you?** Send us any documents that you feel may be useful. You can tell us about any websites that you would like yours to be similar to and list any that you really dislike. Tell us anything else about your website requirements.

**Remember - don't feel obliged to complete this planner** – if you prefer we can gather the information more informally by phone, email, online or in person. If you want to talk face to face you can arrange to visit us in Ledbury (or we can meet at yours if you are local). Just call or email us to arrange.

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