

Website Quote & Intake Document

Responsive & eCommerce

Client's Website URL

Note: Domain registrar information is only needed AFTER the sale of site, not for quotes!

Clients Domain Registrar (i.e. Godaddy)

Registrar Username:

Registrar Password:

Please check the log in credentials before you add them to this form!

Site Information

Preferred Color Scheme (i.e. blue, green, red)

Template

Please visit the <http://our-templates.multiscreensite.com/> and select the template we will be using to construct this website.

Note: The template is used as a basis for the development of the site, features may be added and color schemes changed.

Enter the selected templates name below

Website Type

Will this website be a Responsive eCommerce site or a standard (non-ecommerce) Responsive site?

Responsive eCommerce

☐ eCommerce Responsive

Responsive Only

☐ Responsive Only

Images & Graphics

Please send images that are very large and clear, for retina displays we need images that are actually larger than the display size i.e. a 512x512 image will be sized down (in code) to 256x256 to fill in the extra pixel space that these (retina) displays have. Without large images the images will appear blurry to those using retina (Apple) devices. We advise all partners to take the extra time to gather correct image sizes, for background imagery the minimum horizontal size should exceed 1920 pixels width (standard screen width).

For logos or other iconic imagery, please be aware that logos which are too vertical (tall) may cause design issues surrounding placement. The best logo shape is rectangular. As with all images, please send the largest possible logo you can, small logos may appear blurry.

All images should be labeled correctly to indicate their placement, for example a graphic of a 'tree' that is a jpg file and supposed to go on the top of the homepage should be labeled: Tree_Homepage_Top.jpg – this helps us avoid needless confusion.

Please send all graphics in standard file formats: JPG or PNG

GIF, TIFF, TGA or other non-standard formats may cause problems in processing leading to degraded quality or other processing problems.

Content

Only send content in word (.doc) document or text (.txt) formats only – absolutely no PDF's. If you send content in a PDF format, we will ask that you re-send it!

Please label content accurately to inform us of where it goes on the site, for example: Homepage Content, About Us, Services, etc

Restaurant menu's must be in word (.doc) or text (.txt) formats. We do not accept menu's in image format, PDF or other.

Pages

Please tell us how many pages the website will have. You must be 100% accurate as you will be charged more if this number is exceeded. If you do not know how to see how many pages a website has, please refer to your service training or ask our support department for assistance.

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Please tell us about the pages that will be included in the site. Give us their names: i.e. Homepage, Gallery, About, Products, etc

Note: If the number of pages exceeds 15, please attach a separate document (text or word) that lists the pages.

Features & Functionality

Please tell us what features the site will require: i.e. Social Media Integration, Opentable, Video Backgrounds, etc

Note: Please be brief as space is limited here and refer to your website and training for a full list of features.

[illegible]

Additional Functionality

Please tell us about any specific features & functionality the site will require. Be as descriptive as possible.

Revisions

All revisions should be word (.doc or .docx) format and transferred to us via a WeTransfer file – www.wetransfer.com

Revisions are serious and should be descriptive and detailed.

We do 3 revisions per site.

The first draft is based upon the information you give us here.

After the 1st draft is sent, you will look over the website and send us edits so we can start working on the 1st revision. Please send all changes at once – do not send them one by one.

You will have the opportunity to make any necessary changes to the 1st revision with the goal of proceeding to the final draft.

For eCommerce Only

If you don't plan to sell anything on you website, you can skip this section.

There are many features that come standard with most ecommerce systems such as: sales tax, shipping, discount/coupon codes, customer accounts, and inventory control. Before beginning an ecommerce project we will discuss the standard features of the cart with you. The questions below help give us a better idea on how you will be using the cart and any special requirements you might have.

Exactly how many items will you be selling on the website?

Note: Please be absolutely sure about this, every single product and every single different offering of that will count as an individual product i.e. a single (1) pack of gum and a ten (10) pack are different products in eCommerce.

Why type of products will be sold on the website?

Do you already have product images?

How will you accept payments (eg. Pay Pal, Authorize.net, etc.) Do you already have a merchant account? Who is your merchant account with?

Do you plan on maintaining (adding products, updating prices, descriptions) the website yourself?

Special Features

Do you have any special feature requirements for the new site that are not covered above (eg: functionality such as member login/area, special galleries, directories, etc.)?

Additional Notes/Comments

What additional information should we be aware of?

(Please enter any additional notes or comments you feel would help in the process)

Payment

Do you have a payment processor currently?

If so, who?

What forms of payment do you accept (e.g. Visa, Amex, PayPal, Amazon Payments, MasterCard, Discover, Google Checkout)

Check the link below for the merchant services that are compatible with our platform

<https://support.multiscreensite.com/hc/en-us/articles/231722067-Payment-Options>

Do you need sales tax calculated?

Do you need to compute shipping?

What carriers do you use for shipping? (e.g. DHL, UPS, FedEx, USPS)

Do you have product descriptions available?

Do you sell digital products (movies, music, eBook's)