A BUSY WEB DESIGNER
Web Design & Desktop Publishing Services

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Web Design Planning Form

Please fill out the following information as completely as you can. This form will assist me when designing your website. Should you have any questions, please feel free to contact me with the information above. If you prefer to fill the form and return email it, please contact me for the Email Web Design Planning Form.

Name	Business Name
Address	Cell Phone/Fax
City/State/Zip	Home Phone

What package have you purchased? _____

Will you need additional pages outside the package? _____

If so, how many pages? _____

Please list the title for each page in your package: (please list additional pages on the back side.)

_____	_____
_____	_____
_____	_____
_____	_____

*Please type text/information for each page on a separate sheet of paper or file. Files and pages with page information can be emailed to webdesign@babettesdaycare.com or mailed via post office to the address below. This information must be received before A Busy Web Designer can proceed with your website.

List the contact information you would like available to your website visitors: (ex: email address, phone, business address, etc.)

_____

_____

Where will you be hosting your site? Once your site is built, you will need somewhere on the internet to "host" it for you. (Example, Yahoo Geocities, Bravenet, Linksky, etc.)

_____

Please state your desired domain name: (Ex: www.abusywebdesigner.com - there is an $8.95 per year registration/renewal fee.)

_____

Please list graphics & colors you are interested in, if there is a graphic artist please list the website:

_____

_____

List examples of sites you like, and sites you don't like: (Make sure to note things you do not want on your web page.)

_____

_____

_____

Desired font: (for the text/body area of your web page be sure to pick a basic font such as Arial, Verdana, etc. as most basic fonts are installed on PC's. You may like the font "Disney" for example but the visitor will not see it unless this font is on their computer. Also try to choose "round" fonts for best legibility results.)

_____

Describe your desired page layout/design: (for example, a site with frames, layered background, etc.)

_____

_____

Do you have a logo? _____

Will you need one designed for you? _____

If so, please describe your desired logo: (Note: I will make every effort to accommodate your logo design. However, I will notify you if I am unable to design a particular logo you request. If an outside source is needed additional charges may apply.)

_____

_____

_____

Do you have photos to be placed on the site? (If so, be sure to email the files to webdesign@babettesdaycare.com or mail them via post office to the address below.) _____

Would you like a slideshow to display your photos? _____

What is a good description of your business? _____

_____

_____

Hours of Operation: _____

Do you want to post your rates/fees, etc.? If so please list them here: _____

_____

_____

Additional comments or questions: (please use another piece of paper if necessary.)

_____

_____

_____

_____

_____

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_____

When you are finished filling out the form please return via mail to:

A Busy Web Designer
5102 Tucson Way
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