

**CLIENT INFORMATION**

Company Name _____		Contact _____
Address _____		
City _____		State _____ Zip _____
Phone Number _____	Fax Number _____	Other Number _____

**PROJECT DESCRIPTION**

Title of the project. _____		
Description of what the project will encompass. _____		
Project start date. _____	Project finish date. _____	Web site to go online. _____

**MANAGEMENT DECISIONS**

What is the budget (range)? _____
Is the site to go online in phases? Indicate the phase plan. _____
Who will provide Creative decisions? _____
Who will provide Technical decisions? _____
Who will provide Information decisions? _____
Who will make the final approvals? _____

**CREATIVE DECISIONS**

What is the purpose of the web site (E-Brochure, E-Commerce, Advertisement, Fun)?
Who is the audience?
Where is the audience?
What is the message?
How should it communicate the message (style)?
What is the desired response?

**TECHNICAL DECISIONS**

Design for how many colors (256; 16-bit; True Color)?	Designed for what screen size (640x480; 600x800; 1024x768)?
What is the complete domain name? http://	Where will the site be hosted? (Provide contact if not at InterAccess Corporation.)
How much hard drive space is needed (in megabytes)?	How much traffic is anticipated (in megabytes)?
What browser should it be optimized for (Internet Explorer 3.0/4.0, Netscape Navigator 3.0/4.0)?	Should the webs site be submitted to all search engines? <input type="checkbox"/>
Any special programming needs (CGI; Perl, ASP)?	

## ARTISTIC DECISIONS

Does a design style need to be created? If so, indicate type of style (Reserved, Outgoing, Flashy, Modern, Thematic, etc.)
Are there previous samples to imitate or borrow from?
How will the artwork be provided (Digitally; Clipart; Need to Create)? How many?
How will photographs be provided (Digitally; Need to Scan; Need to photograph)? How many?
When will all the artwork be provided?
Are there any special fonts needed?
Are there any colors to be matched?
Any multimedia technologies to be used (Virtual Reality VRML; Streaming Media; ShockWave)?
Provide a list of all images, graphics, photos, logos, and other visual elements to appear on the site.
Provide any other additional visual information.

**INFORMATION DECISIONS**

Provide the contact responsible for writing the information.	Date finished text will be provided.
Indicate how the information will be provided (on disk; printed; written).	Estimated number of pages of text.
Provide the address and phone numbers as it is to be published.	
Provide any legal information to be included concerning copyrights, trademarks, etc.	
Indicate whether there is dynamic information to linked to a database (catalog; shopping cart; online orders; etc.).	
Provide an outline of the pages to create.	

Provide any additional notes not covered above.