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## Website Briefing Form

Thank you for choosing The Computer Guyz! To help us create a detailed proposal for you, please fill out the form below.

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### DETAILS:

Company Name

Company Description

Current website address (if available)

Contact Details (who will be signing off the work?)

Target Market (age, gender, occupation, etc.)

Profile of a potential consumer (mindset, outlook, personality, values, etc.)

Required Completion Date

Estimated Budget for the website

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### OBJECTIVES:

What is your goal with your website?

Create awareness about business

Generate online sales

Build an online community

Facilitate two-way communication between company and end user

Build a repository for resources and materials

Supply information

Keep clients up to date

Other

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## MAIN ACTIVITIES YOU WOULD LIKE USERS TO PERFORM ON YOUR NEW WEBSITE

Examples	Fill out a quote form	Send an online enquiry
	Register and log in	Join online discussion forum
	Search for information	Order products online
	Other	

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## WEBSITE PAGES

Approximately which pages will your website have? (Home, About us, Services, Contact, etc.)

Special Features (Please tick as many as you would like)

Contact Form	Gallery
News Panel	Member Registration and login
Social Media Links	Product Search Function
E-Commerce	Credit Card Processing
Online Bookings / Reservations	Discussion Forum
Blog	Competitions / Events
Additional Forms	Calendar
Multilingual Platform	Other
(translated content must be provided)	

Are there any other features or functions you would like your website to include? If so please list them with a description:

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## DESIGN ELEMENTS:

Describe the desired look and feel of the website in a few phrases, and include reference links where possible:

List competitor websites, and describe what you like and dislike about their online presence:

Does your company have a logo?	Yes	No
What are your preferred company colours?		
Will you be supplying images / graphic material that you want included?	Yes	No

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**DOMAIN DETAILS:**

Do you have an existing domain name (if yes, please state address)

If not, please supply at least five preferred domain names

Would you like us to host your website?	Yes	No
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**MARKETING:**

Do you have any business social media pages / blog?	Facebook	Twitter	Google Plus
	Linkedin	Blogger	YouTube
	Instagram		
	Other		

If not please select any social media accounts you would like us to setup (design work included):	Facebook	Twitter	Google Plus
	Linkedin	Blogger	YouTube
	Instagram		
	Other		

Would you like us to manage your business social media pages / blog?	Yes	No
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Would you like us to provide SEO for your site?	Yes	No
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What is your budget for SEO

Do you have email marketing?	Yes	No
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If not, would you like us to setup and manage a MailChimp account for your company?	Yes	No
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**THANK YOU!**

We appreciate you taking the time to fill out our website briefing form. Please save this document and submit to **contact@tcgcape.co.za**. Should we have any more questions, we will contact you directly.