**Q&A for developing website**

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| Nr. | Question | Answer |
| 1 | Describe your target audience |  |
| 2 | What is the purpose of the website? |  |
| 3 | What are your corporate core values and how do you express them to your visitors? |  |
| 4 | What makes you different from your competitors? |  |
| 5 | Describe the style of the website you want (including some example if it is possible) |  |
| 6 | Do you have specific company colors that need to be used? Can you provide color number? (if not, colors will be taken into account from your logo) |  |
| 7 | Do you have any other materials that the site needs to match with in some way (brochures, press materials, etc.)? |  |
| 8 | Are there any websites with designs that you like? (Please provide links to that websites) |  |
| 9 | What types of things do you see on other websites that you really like? |  |
| 10 | What types of things do you see on other websites that you really hate? |  |
| 11 | Name the 3 things that are most important in the design of your new website. |  |
| 12 | Name the 3 things that are least important in the design of your new website. |  |
| 13 | Who will be involved on your end in the development of the website? (Provide contact information about person(s)) |  |
| 14 | How many pages will the finished website be (estimated)? (List them) | For example: Home, About Us, Catalog, Contacts |
| 15 | Do you require your site to be mobile friendly (responsive design)? | Probably - Yes |
| 16 | 1. Do you have any specific mobile requirements? (for ex. Show/Hide some things in mobile view) |  |
| 17 | Do you need multi-language support? |  |
| 18 | What information must be on the home page? |  |
| 19 | What information must always be visible? |  |
| 20 | What features, sections or information do you want emphasized on the site? |  |
| 21 | How would you like that to be featured? |  |
| 22 | Will different sections of your site require different designs, layouts or coloring? |  |
| 23 | Do you have a budget you are trying to meet ? |  |
| 24 | Do you have a logo you plan to use or will one need to be created ? |  |
| 25 | If you have one, can you provide the original artwork files? |  |
| 26 | Will you need a favicon created? |  |
| 27 | Do you have the content for the website or will content creation be a part of the scope of work? |  |
| 28 | Will there be any cross promotion of content within the site ? |  |
| 29 | Please provide details on content cross promotion. |  |
| 30 | Will we be importing and formatting your content, or do you plan to do this? We will show how to do it yourself easily. (Additional charge will be applied if we will add all your content) |  |
| 31 | Do you or your team need training for making website updates, content publishing guidelines, etc. ? |  |
| 32 | What types of actions do you want your visitors to take on your website? |  |
| 33 | Do you have any specific photos you plan to use ? |  |
| 34 | Do you have full rights to those files? |  |
| 35 | Can you provide high-resolution files to us? |  |
| 36 | Will we need to find and/or create any images for the website? |  |
| 37 | Do you require online chat features ? |  |
| 38 | Do you have any other media or PDF documents that need to be incorporated, or will any need to be created? |  |
| 39 | Will you need a shopping cart system for e-commerce? |  |
| 40 | Do you have a system you already use? |  |
| 41 | Do you need any social sharing features built in (tweet, like ,+1, facebook, etc.) |  |
| 42 | Will there be any third-party applications that will need to be integrated? If yes, what are they? |  |
| 43 | Do you need an internal site search feature? |  |
| 44 | Do you want contact phone numbers prominently displayed? |  |
| 45 | Do you have any other specifications or need specific functionality that has not been addressed? |  |
| 46 | Do you need SEO for your website? (Additional Charge will be discussed) |  |
| 47 | Do you want to connect your website to Google Analytics? |  |
| 48 | Do you want to connect your website to Google Business Account? |  |
| 49 | What is your time frame for total project completion? |  |

If you have any additional questions or concerns, which are not listed here, please list them bellow.