## 

## Basic Website Client Questionaire

This questionnaire will consist of 15 questions. Please take your time with the answers to provide me with all the necessary information. Feel free to skip any question that does not make sense and we will assist you.

### 1. We require the basic information about your company, including your business name, address, phone number(s), email addresses, and website URL.

* **Business name**: please add your information here
* **Business address**: please add your information here
* **Contact numbers**: please add your information here
* **Email addresses**: please add your information here
* **Website URL**: please add your information here

### 2. We need the residing country and state of your business to set up the privacy policy page of your website. All websites must include this page even if you do not acquire data from your users. If you already have a privacy policy created by a lawyer, then you can use that one instead, otherwise we can help you with one.

Please add your information here

### 3. What type of business do you have, and what kind of products and services do you sell?

Please add your information here

### 4. Is there any specific layout that you want your website to look like? I will create a layout for your website, but let me know if you already have a particular design in mind. Maybe you can send me the web address of several websites.

Please add your information here

### 5. Please provide me with your website's color scheme ( with hexadecimal codes or a screenshot) if you already have one in mind. I can also assist you in creating a color scheme.

Please add your information here

### 6. What typography do you have in mind? You can choose your font from Google Fonts or MyFonts’ free version. I can also assist if you are unsure of the font you want to use.

Please add your information here

### 7. Do you already have a logo? Please send me all the associated files if you already have a logo. Please send your logo as a png file with a transparent background if possible.

Please add your information here

### 8. **(Skip this question if you purchased the 1-page website)** What pages do you need on your website? Some of the pages might include the following: About, Contact, Services, Portfolio, and more.

Please add your information here

### 9. Do you already have the content that you need on each page? Please provide me with the text content and images for each page as Word documents inside a zip file. I will use free stock images if you do not give any. **If you do not have any content ready, then skip this question and go to question 10.**

Please add your information here

### 10. If you do not have any information ready, then you can [follow this guide](https://www.digivalie.com/business-website-client-preparation-guide/) on our website that will show you how to create the right type of content for your homepage that will draw more customers to your business.

[Read the guide](https://www.digivalie.com/business-website-client-preparation-guide/)

10.1 Give the name about the services that you offer with a short description of each.

10.2 Provide information about your company or business along with any images for the about section.

10.3 Provide me with any testimonials that customers left about your business.

10.4 Provide me with frequently asked questions along with the answers.

### 11. Do you want to include a Google Maps snippet on your website to make it easier for your customers to find the location of your business?

Please provide me with the physical address of your business that needs to be added

### 12. Do you want to link to social media? If yes, give me the links to your business's social pages.

Please provide links to social profiles

### 13. Do you want a whatsapp button on your website?

Please provide me with the cellnumber associated with the whatsapp account of your business.

### 14. What is the underlying goal of your website? What action do you want your users to take while or after visiting your website? This information will give me a better idea of your website's navigation and where to send them. Example (they can call you, send an email, or show your products/services)

Please add your information here

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### 15. Are you hosting the website yourself or do you want me to host it for you? You can provide me with the login details of your domain name registrar and hosting, so I can transfer your website. If you want to host the website yourself, then you can [follow this hosting guide](https://www.digivalie.com/wp-content/uploads/2024/01/Digivalie-Hosting-and-domain-registration-guid.pdf).

Please add your information here