

# Request for Proposal

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## Company Information

Your name \_\_\_\_\_ Company Name \_\_\_\_\_

Line of Business \_\_\_\_\_

Location \_\_\_\_\_ Number of Employees \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

## Background Information

Briefly describe your project:

Purpose of Site

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Who is Your Target Audience?

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Your web project involves:

- Developing a new site
- Upgrading/modifying an existing site

Existing Site URL: http:// \_\_\_\_\_

Project completion date: \_\_\_\_\_

Project budget: \$ \_\_\_\_\_

Check any that you need:

- Register a domain name (e.g. www.yourcompany.com)
- Obtain Internet access
- Hire a website hosting service
- Create graphics to be used in the website

Approximate number of pages to be created: \_\_\_\_\_

Select the "look-and-feel" you'd like your site to have:

- Simple
- Graphic-intensive
- Flashy, jazzy, edgy

List up to 3 websites that indicate the type of site you want:

For features and functionality

http://\_\_\_\_\_

http://\_\_\_\_\_

http://\_\_\_\_\_

For design and look-and-feel

http://\_\_\_\_\_

http://\_\_\_\_\_

http://\_\_\_\_\_

Updating and maintaining your website:

Who will maintain the site, how often and with what tools?

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Who will write the Content?

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Check all of the following you want on your site:

- User registration suite (including password security)
- Information collection forms (e.g. surveys, customer demographics)
- Site traffic statistics
- Message boards
- Chat
- Personalization of user experience
- Audio
- Video
- Multi-lingual site; please specify languages
- Email addresses with your company domain (@yourcompany.com) for your employees

Does pre-existing hardware/software have to be used?  yes  no

If so, what hardware/software? \_\_\_\_\_

If your site requires a catalog/database of items (products, members, locations, etc), how many will it have? \_\_\_\_\_ skip if not applicable.

Will the site require Secure Transactions?

- No online ordering
- Online ordering with offline payment processing
- Online ordering with real-time, online payment processing

Will the site require Shopping Carts?  yes  no

Is there a need to market the site on-line or in the real world?  yes  no

**Here's your chance to:**

- (1) ask us anything that will help you make a decision on using our services,
- (2) bring to our attention other aspects of your website not captured through the above questions.

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