

# Website Development Requirements Form

Please complete this form to outline the requirements for your website development project. This document is designed to be printed and filled out.

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## 1. Contact Information

Client / Company Name:

Primary Contact Person:

Email Address:

Phone Number:

Current Website URL (if applicable):

## 2. Project Overview & Objectives

Project Name / Title:

What is the primary goal of the new website? (e.g., generate leads, sell products, provide information):

Target Audience (Who are your ideal visitors?):

Desired Launch Date:

Estimated Budget Range:

## 3. Design & Branding

Do you have an existing logo and brand guidelines? (Yes / No / Need Design):

Preferred Color Scheme and Visual Style:

Competitor Websites (URLs of websites you like or compete with):

## 4. Pages & Structure

Estimated Number of Pages:

Required Pages (e.g., Home, About, Services, Blog, Contact):

## 5. Functional Requirements

Do you require E-commerce capabilities? (Yes / No):

If yes, approximate number of products to sell:

Do you need user registration / membership accounts? (Yes / No):

Preferred Content Management System (CMS) (e.g., WordPress, Shopify, Custom):

Other Key Features Required (e.g., booking system, multi-language support, search bar):

## 6. Content & Assets

Who will provide the text content for the website? (Client / Agency to write):

Who will provide the images and graphics? (Client / Agency to source stock photos):

## 7. Technical & Hosting

Do you already own a domain name? (Yes - provide name / No):

Do you already have web hosting set up? (Yes - provider name / No):

Do you require ongoing website maintenance and support? (Yes / No):

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**Form Completed By:**

**Date:**