



## INTERNET ESTIMATE REQUEST FORM

In order for us to provide an estimate, we need to know the details of the web site you have in mind. This form will guide you in providing the information we need and will serve as a Request For Proposal on which we will base our estimate.

Please type your answer after each question. Neatness, grammar and punctuation do *not* matter, but completeness definitely *does*! When you're done, click Submit on the last page. Print the document for your records. If you have the full version of Acrobat, you may save it and send it as an attachment to sales@gravideo.com.

We realize that this will require some time and effort, but it's crucial to the estimating process. Thank you!

### Contact Information

Your name:

Your title:

Name of business or organization:

Your email address:

Best phone number for reaching you:

### Company Information

Company name:

Please describe your company or organization in a few sentences:

Other than you, who else will be involved in guiding this project to completion?

### Your Computer

Is your computer a PC or a Macintosh? PC      Mac

What is your screen resolution: 800x600, 1024x768, 1280x960, or other?  
(To find out screen resolution, on a PC, right-click your desktop, choose the Settings tab.)

Browser: Internet Explorer, Netscape, or other?

What version is your browser?  
(To find out version, open browser, and in top menus, go to Help > About Internet Explorer or Help > About Netscape, and check the version number.)

### **Existing Web Site**

If you have an existing web site, what is the URL (e.g., www.mycompany.com)?

In what ways is this site falling short? What would you like to change, add or subtract?

### **Purpose and Goals for Web Site**

What are the purposes of this web site? Who is your target audience, and what will they be able to learn or do there?

### **Domain Names and Hosting**

Do you have a domain name or names registered? Yes No  
If so, what are they?

Like most web developers, we would always prefer to make hosting arrangements for sites we produce. Will that work for you Yes No, or do you have an existing commitment to a particular web host? Yes No

If so, why?

### **Text and Graphic Content**

Please make a list of planned site pages and/or groups of pages.

Do you have a company logo you're satisfied with and want to use?    Yes    No

What is the approximate number of graphics you plan to use on your website?

Please describe any other graphic images (photos, illustrations, etc) you already possess which would be included on the web site?

### **Design Style and Branding**

Is there a specific design style you wish to incorporate into the web site?    Yes    No

If so, please describe it as well as you can.

### **Interactivity, E-commerce**

Will the site need a form allowing site visitors to contact you?    Yes    No

Will the site be selling anything directly via the Internet (Online Store)?    Yes    No

If so, please describe the type and number of products, and tell us as much as you can about how you'd like your shopping cart and checkout process to function.

Please tell us about any other interactive features you would like to incorporate. For instance, must your site interact with a database?

### **Animation/Audio/Video**

Do you plan to include animation, audio or video on your site?    Yes    No

If so, please describe it.

## **Future Maintenance Options**

We do not recommend that you work directly on your site using FrontPage or any other web design software.

However, we can provide what is known as a Content Management System, allowing you to add to and update much of the content of your site using your web browser. This adds somewhat to the cost of producing your site, but can be ideal for some organizations.

Are you interested in a Content Management System?    Yes    No

Another alternative is for us to maintain your web site, with fees based on time required. In some situations, this can be a cost-effective alternative.

Are you interested in considering this type of maintenance?    Yes    No

## **Time Frame and Budget**

What is your time frame for producing and launching the site?

Begin production on or about:

Launch site on or about:

Please give us a sense of your budget for the web site. If this is difficult, please at least provide a low and high figure.

Budget:

Budget Range: Low

, High

## **Search Engine Placement**

Are good rankings on search engines important for this web site?    Yes    No

If so, please list the most important key words or key phrases which would be used to find you.

## **Accessibility**

Are there any special requirements in regard to access for the disabled?    Yes    No

## **Other Considerations**

Please tell us anything else we need to know about the planned web site.