



Barbara Rowen, Owner/Virtual Assistant

Virtually Everything~A Virtual Business Service Company

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www.VirtuallyEverything.net

"Let us wear some of your many hats!"

WEBSITE DESIGN

Questions to Consider:

- ❷ What is the message you want to get across to someone clicking into your site?
- ❷ How do you want your visitors to feel when they see your site?
- ❷ Do you need a form to gather information from people clicking into the site, such as a registration form or comments form?
- ❷ Do you have products for sale?
- ❷ Do you offer workshops?
- ❷ Do you offer services?
- ❷ Will you need a drop down menu?
- ❷ Do you have a menu location preference - top of page or to the side?
- ❷ Will you need a scheduling program to schedule services?
- ❷ Do you want to send out an e-newsletter?
- ❷ Do you have an existing newsletter list? Will you want a sign-up form?
- ❷ Will you need a way to take payments for services and/or products?
- ❷ Will you want to offer e-books, e-courses, or downloadable reports?
- ❷ Will you want to offer downloadable MP3 files?
- ❷ Will you need a calendar that lists your events?
- ❷ Would you like a small calendar that simply shows the date?
- ❷ Do you have pictures to add to your website?



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- Do you have your text written for the website? If not, I offer that service as well.
- Will you want an advertisement program to sell advertising space on your website?
- Will you want a forum?
- Will you want a blog or link an existing blog?
- Will you want a slideshow for pictures?



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WEB DESIGN

Needs Assessment Form

The Needs Assessment Form is for those who are ready to initiate website work. Please fill out the form below with only the information that is pertinent to your needs.

Name:	
Company:	
Email Address:	
Phone Number:	
State/Country:	(required for time zone)
How did you find us?	
New Website? <input type="checkbox"/> Existing Website? <input type="checkbox"/>	
Business name?	
Domain name?	
Hosting company?	
Please check all the pages you will require:	
About <input type="checkbox"/>	Contact <input type="checkbox"/> Services <input type="checkbox"/>
Workshops <input type="checkbox"/>	Products <input type="checkbox"/> Registration Form <input type="checkbox"/>
Archives <input type="checkbox"/>	Links <input type="checkbox"/> Privacy <input type="checkbox"/>
Please list any other pages you wish to have that were not on the list:	
Do you have a logo that you wish to use on the website? <input type="checkbox"/>	
Do you have a brochure that you wish to include in the website info? <input type="checkbox"/>	
Will you need a payment option? <input type="checkbox"/>	
Would you like to use PayPal as your payment option? <input type="checkbox"/>	
Will you need an email program for a newsletter? <input type="checkbox"/>	
Do you have a menu location preference? Top <input type="checkbox"/> Side <input type="checkbox"/>	

