

GIVITEC LTD  
GETTING STARTED WITH YOUR WEBSITE PROJECT.

Please fill the questionnaire below

*(Not many people enjoy filling out questionnaires, but for your project to be successful we need some background information about you and your visions.)*

Please complete all fields where possible and mail back to us

General Information

Name:

Registered Name *(If registered or incorporated):*

Contact Number:

Alternative Number:

Contact E-mail Address:

Company Address:

Basic Website Details

What is your intended launch date for the website? .....

What is the nature of your business/organisation? .....

Domain Name/Website Address:

Eg: [www.yourwebsiteaddress.com](http://www.yourwebsiteaddress.com)

Please suggest at least 3 domain names, so we can search them and then register anyone that is available. Kindly number them according to your preference; 1,2,3, or more.

If you do not already have a domain name, do you want us to get one for you exercising our discretion? YES / NO *(Tick or Mark your option)*

Functionality

Please state the primary objective(s) of your proposed website(s)?

Look and Feel

Who are the target audience of the site?

Colour Layout and Variations

State which colour variations you prefer to be used on the website.

Can we choose colour combinations for you? Yes/No *(Tick or Mark your option)*

NOTE: If you chose any colour yourself, please ensure to take a screenshot of the colour (s) and send to us via [info@givitec.com](mailto:info@givitec.com) or refer us to a website or link that has your preferred colour combination.

Other Website You Like?

Are there any other website of some other companies/users within your industry that you like and want us to model yours after? Please give the link to the website:

Mention what you like about their site:

- 1.
- 2.
- 3.

*(Telling us what you really like about these sites will go a very long way in helping us develop a better website for you.)*

#### WEBSITE MENU/NAVIGATION LAYOUT

What are the main page headings/navigation that you think would be appropriate for your website?:

Use the site map sample below to draw yours:

Home	About us	Services	Gallery	Contact us
		Website Design		
		Logo Design		

Home

About us

Services – (include sub-menus here, eg: Web design, Logo Design etc

Gallery

Contact us

#### REMARK:

If you have any ideas or suggestions, kindly write the additional notes below....

Sending in Your Websites Article and Documents (VERY IMPORTANT: PLEASE BE SURE TO FOLLOW THE GUIDELINES BELOW)

For Home Page:

What is the primary messaging that will be going on the home page?

*(Besides primary messaging and imagery, what are the additional items that matters most to you, that you feel should be on the home page?)*

Websites Pages & Articles: Send us the content/articles for each page., if you have.