

Web Site Worksheet

Please provide the following information and background materials. It is better to provide too much information, rather than too little. Whenever possible, please supply background information and copy in a text document (MS Word) format or a PDF. Please submit photos in a high resolution JPG format – at least 300 dpi.

1. About Your Company

- Overview of your company and/or a copy of your company brochure
- A list of management and/or key personnel and a bio of each
- Company background and/or history
- Awards/professional affiliations
- Company mission, values and/or philosophy
- Directions to your office
- Contact information (name, address, phone, fax, cell, email, web URL)

2. Services & Sales Information

- List of services
- Description of each service
- Recent press releases
- Samples of your work (photos, illustrations, etc.)

3. Customer Oriented Information

- Client list
- Customer testimonials or quotes
- FAQs (Frequently Asked Questions) with answers
- Tip sheets, how-to articles, and advice columns

4. Additional Items

- Domain name (URL): _____
- Company logo, preferably in a 300 dpi jpg format
- Company colors: Pantone Matching System (PMS) colors _____
- Photos in JPG format
- Other artwork or illustrations in EPS (outline) format

5. Type of Image You Wish to Portray

- | | | | | |
|---|--|---------------------------------------|--|--|
| <input type="checkbox"/> Artistic | <input type="checkbox"/> Corporate | <input type="checkbox"/> Professional | <input type="checkbox"/> Friendly | <input type="checkbox"/> Technical |
| <input type="checkbox"/> Youthful | <input type="checkbox"/> Family Business | <input type="checkbox"/> Elegant | <input type="checkbox"/> Sophisticated | <input type="checkbox"/> Down-to-earth |
| <input type="checkbox"/> Quality | <input type="checkbox"/> Affordable | <input type="checkbox"/> Exclusive | <input type="checkbox"/> Trendy | <input type="checkbox"/> Conservative |
| <input type="checkbox"/> Other (Please note): _____ | | | | |

6. Please list any web sites that convey the particular look and feel that you are after:

Email, fax or mail the above background materials to:

Email: graphics@comcoach.net (Accepts files up to 5 megabytes. For larger files, please call ahead at (603) 642-4949.)

Fax: (603) 642-9411

Mail: ComCoach Design & Marketing, 10 Thorne Road, Kingston, NH 03848-3046