

BUSINESS WEBSITE DISCUSSION FORM

Please complete this form so we can better understand your business and the website you want to build. You may leave questions blank if you are still unsure—we can discuss them together.

1. CLIENT INFORMATION

Name: _____

Business Name: _____

Email: _____

Mobile / Messenger: _____

Current Website or Facebook Page:

2. ABOUT THE BUSINESS

What does your business offer?

Who are your usual or target customers?

What makes your business different from competitors?

3. WEBSITE GOAL

What should the website help your business accomplish? Check all that apply.

- ☐ Introduce the business
- ☐ Display products or services
- ☐ Receive customer inquiries
- ☐ Accept bookings or appointments
- ☐ Generate quotations or estimates
- ☐ Sell products online
- ☐ Build trust and credibility
- ☐ Show business location and contact details
- ☐ Other: _____

What is the main action you want visitors to take?

- ☐ Call the business
- ☐ Send a message
- ☐ Request a quotation
- ☐ Book an appointment
- ☐ Place an order
- ☐ Visit the physical location
- ☐ Other: _____

4. WEBSITE CONTENT

Which sections or pages do you need?

- ☐ Home
- ☐ About the Business
- ☐ Products or Services
- ☐ Pricing or Packages
- ☐ Portfolio or Gallery
- ☐ Testimonials
- ☐ Frequently Asked Questions
- ☐ Contact and Location
- ☐ Booking or Inquiry Form
- ☐ Online Catalog
- ☐ Other: _____

Do you already have the following?

Content	Yes	Not Yet
Business logo	☐	☐
Product or service photos	☐	☐
Written business information	☐	☐
Pricing or package list	☐	☐
Customer testimonials	☐	☐
Domain name	☐	☐

5. FEATURES

Does the website need any of these?

- ☐ Contact or inquiry form
- ☐ Messenger, WhatsApp, or Viber button
- ☐ Product catalog
- ☐ Booking calendar
- ☐ Quotation or estimate builder
- ☐ Email order submission
- ☐ Customer account or login

- ☐ Online payment
- ☐ Google Maps
- ☐ Social media integration
- ☐ Website content management
- ☐ Other: _____

6. DESIGN PREFERENCE

How should the website feel?

- ☐ Simple and professional
- ☐ Modern and creative
- ☐ Friendly and approachable
- ☐ Premium and elegant
- ☐ Bold and energetic
- ☐ Clean and minimal

Preferred colors: _____

Websites or designs you like:

7. PROJECT DETAILS

Target launch date: _____

Estimated budget: _____

Who will approve the website? _____

Other requirements, concerns, or ideas:

FOR DEVELOPER USE

Recommended website type: _____

Proposed scope: _____

Required integrations: _____

Next step:

- ☐ Prepare proposal
- ☐ Prepare quotation
- ☐ Request content and assets
- ☐ Schedule another discussion