



**MACRODOMARKETING&DESIGN**  
IMAGE IS ONE THING, HAVING IT SEEN IS EVERYTHING ELSE.

**Macrodo**

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**Email: Info@Macrodo.com**

***Please fax or email this agreement***

**Website Planning Worksheet**

Used in conjunction with the Macrodo Web Design Agreement and Website Content Worksheet which should also be printed out by the client.

This questionnaire is designed to enhance communications between Macrodo and our clients. Why don't you print it out, and have it handy when you discuss your project on the phone with a Macrodo representative. After we've filled in the blanks during our discussion, please make a photocopy for your records, and mail a signed copy to us. It provides a written memorandum of our mutually-agreed plan.

Organization Name: \_\_\_\_\_

**1. Purpose**

Give the most important purpose a "1", next most important a "2". Leave those blank which do not interest you at all.

- To gain a favorable impression of the company or organization.
- To develop a qualified list of prospects
- To sell products directly taking credit card information over the Internet
- To encourage potential customers to contact us by phone or mail to consummate a sale.
- To make available product information and price lists to distributors.
- To make available product information and price lists to customers.
- To strengthen brand identification.
- Other \_\_\_\_\_

**2. Site Organization**

Please label pages you desire and cross out the rest.

Total number of pages decided upon \_\_\_\_\_

### 3. Site and Domain Names

Site Name on Masthead: \_\_\_\_\_

Domain Name Is the .com or .net .etc that must be registered through a domain registration service and added to your web host, before you can use it for any website or email addresses. You may check the availability of your domain name at mainly places online, we recommend and personal use NameCheap.com. If you would like Macrodo can manage your domain names for you, taking care of registration, setup, and renewals. We suggest a free consultation if you are registering your first domain. There are several tricks to picking a good name. Not saying, you are not capable of doing it, but we would just like to give our professional advice before you spend money on SomethingThat1sWayToolongorCompl1catedToUse.com haha.

Domain name \_\_\_\_\_  Desired  Already Registered

### 4. Masthead Graphic (Main Header)

It is very helpful if you will include a copy of your company's letterhead, brochures, catalog, etc. so we can see how you present your company image.

Company Logo incorporated in the masthead graphic? If so, please enclose a color copy.

Photo or drawing of product?

Typeface preference \_\_\_\_\_

Preferred colors in palette (PMS colors?) \_\_\_\_\_

Other ideas \_\_\_\_\_

### 5. Color and Accents

For the most part, we recommend a white background for best readability and contrast, with a band of color or a pattern running down the left margin of the webpage. Your preference:

We will include a link at the bottom of the site that reads "Powered by Macrodo"?  
(If you would like to keep it a secret who did your website design check here.)  No Link

### 6. Navigation System

The navigation system of all our Standard Website Packages includes:

Links from the front page and sectional pages to every page in the system to enable Web search engines to "spider" and index content on every page.

Colored bar "Image Map" with a brief word or two indicating each page -- or, in larger sites -- each section of the website. This appears at the bottom of every page. In some sites we put this both top and bottom. You are limited to a maximum of about eight (8) selections on this image map. We use server side image maps to make it easy to expand the site at a later time without having to change the coding on each page of the site. For this reason, and to keep costs down, we do not include separate "buttons" on our standard sites. Included in sites of 6 pages or more.

Left-Side Menus with text links are especially useful on larger sites. Included in sites of 6 pages or more. They can allow more detail than an 8-item bottom image map, and can enable visitors to see from any page how to get to any other. These may be white or light-colored over a dark left-side color or pattern, or black or dark over a light left-side color or pattern.

Optional Systems. Circle those you wish incorporated in your site.

Left-Side "Buttons" can be used, but we do not recommend them, since they are more expensive and time consuming to maintain when a change or addition is made to the system. Also, it takes significantly longer to load many buttons than an image map of the same area (Extra charge)

Frames System where, typically, a scrolling menu remains on the left side to provide navigation. We do not recommend frames in practically any situation, since they are a design disaster. They do not always print out, cannot be bookmarked easily, and often make the page design look "tacky" with their ugly gray scroll bars. We see them as the amateur's way to look cool. In a very few cases, they are useful: (1) to display large databases of information, (2) purposely hide URLs of content pages, (3) send visitors to other sites while making it easy for them to come back. (Extra charge)

Search Engine is useful on larger sites of 20+ pages to help visitors quickly find what they're looking for. (Extra charge)

## 7. Basic Page Elements

These are the important items which appear on nearly every webpage on your site (except the "home" page).

Page titles which show at top of Web browser only

Top-of-page graphic based on the design of the masthead graphic

Page Title in larger type. Heading Font Style: \_\_\_\_\_ (recommend Arial Bold)

Text. Body Font Style: \_\_\_\_\_ (recommend Times New Roman)

Image Map by Image Map bar

Standard company ID near bottom of page

E-mail response link to the following e-mail address: \_\_\_\_\_

Copyright and trademark information in small print at the bottom of every page. What registered trademarks, trademarks, and service marks does your company want to indicate here?

Do you have any trademarks or service marks? If so, please list them here and indicate which are registered trademarks.

## 8. Photos, Graphics, Animations, Sound, and Video

Our contract includes a statement that you own the copyright to, or have permission from the copyright owner to use any photos or graphics you send us.

Clipart tends to look a bit tacky on websites. We recommend photos.

Photos you supply either by sending the photos themselves for us to scan and return \*we charge extra for scanning, or preferably by sending the digitized images on a disc, or via email.

Stock photos obtained from ClipArt.com and other stock photo sites.

(You write down the photo number and inform us of your choices, and which page each photo goes on. We can help you select the photos, but we would need to bill you for our time at our hourly rate.)

For an extra charge, we can equip your webpages with:

Sound, either MIDI musical background or mp3 files for music or voice.

Animated GIF images. We make animations for an extra charge.

Shockwave Animations

Flash Animations

Video clips

## 9. Response Forms

What is the purpose of your response form?

Contact you

Guestbook for visitors to record comments

Request for information

Survey of customer preferences

Note: We do not set up sites that use the response form as an order form, since these require secure servers, and secure order pick-up.

## 10. Web Hosting Service

Besides designing great websites, we are also in the web hosting business.

We recommend to our clients to use our web hosting services which have several options to tailor to their specific needs. We've worked with dozens of hosting services over the years -- the good, the bad, and the ugly. And in that time we have found out what works, and what our clients deserve.

Our hosting is high quality, and reliable, at an affordable rate. Contact us today to setup an account for you and establish your web identity. Or, if you have hosting already setup, provide the information below:

Web Hosting Service \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## 11. Registering and Advertising Your Website

Advertising your Website to Web search engines that index the Web

Giving customers a good reason to come by offering them something

Finding industry wide linking pages and negotiating reciprocal links to and from their webpages.

Purchasing Web advertising

Becoming active in several of the thousands of Internet news groups and mailing lists

Developing a "signature" mini-ad attached to all your e-mail messages

Making your website part of one or more of the many "malls."

Including your e-mail and Web addresses on all your company's print literature, stationery, and display advertising.

E-mail newsletters

Information about number of visitors to your website can usually be obtained from your Internet Service Provider or Google Analytics. We do not include page counters on our Standard Website Packages, we can add tracking to your site with email reports, for a one time setup of \$50.

We submit your information to Web search engines to "register" your website after final payment is received. Before doing this we work with you to get 50 to 100 keywords and a carefully constructed 25-word sentence contain the most important keywords.

## 12. Maintenance

Target Date \_\_\_\_\_

Package prices include minor updating over the first six months of the contract. This covers minor price changes, product changes, etc. It does not include major changes, such as changing newsletter content (which essentially involves constructing a new webpage), which is billed at our hourly rate.

Target Date for final payment to be made and your Web Site to be live: \_\_\_\_\_

On behalf of my organization I approve the above plan which I have developed with Macrodo to construct a website, and I authorize Macrodo to use this Website Planning Worksheet as the basis of the project.

Signature \_\_\_\_\_ Date \_\_\_\_\_

These are the items that will make up the package you'll be sending to us:

- Macrodo Web Design Agreement
- Macrodo Website Planning Worksheet
- Macrodo Website Content Worksheet

Which will define for us the:

Written content for your webpages (preferably in Word or other word processor.

We can translate from most word processor formats with ease.)

Photos or graphics to be included.

You may send graphics and photos which we can scan into electronic form, but we charge extra for scanning multiple photos. We prefer, digital formats, such as GIF, JPEG, BMP, EPS, CDR, PNG, etc.

Your company logo (if any), and tell us the PMS color. Samples of your printed materials -- brochures, letterheads, cards, booklets, etc. -- so we can see how you present your company image.

Check for at least 30% deposit of the total quoted amount for the project.

You may send your package to Macrodo Marketing & Design, by US mail:

**Macrodo**

925 Vogan St. New Castle, PA 16101

Sales: 1-800- 494-1360 | Fax: 1-877-856-0929

Email: Info@Macrodo.com

We are looking forward to receiving your materials and constructing your website!