



## Website Planning Worksheet

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*After you have completed this worksheet, please make a photocopy for your records and mail a signed copy to Gilhoi Design.*

### 1. General Information

Your Name: \_\_\_\_\_

Business/Organization Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Website Address (Domain Name): \_\_\_\_\_

Already Registered     Not Yet Registered

Current Web Hosting Service (if any): \_\_\_\_\_

Login: \_\_\_\_\_ Password: \_\_\_\_\_

### 2. Website 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 encourage contacting us by phone/mail/email.

To make available product information/price lists.

To make available general information and resources.

Other \_\_\_\_\_

### 3. Site Organization

Please circle pages you desire and cross out the rest. Fill in additional pages if desired.

Home	About Us	Contact Info	FAQs	Links/ Resources	# of Product Pages: ____
Calendar	News				

Total number of pages: \_\_\_\_\_

### 4. Colors and Graphics

It is very helpful if you include copies of your letterhead, brochures, etc. so we can see how you present your image.

Preferred colors in palette (if any): \_\_\_\_\_

Typeface preference (if any): \_\_\_\_\_

Would you like your company logo incorporated in the masthead graphic? Yes / No

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

*You must own the copyright to or have permission from the copyright owner to use any photos or graphics you send us.*

### 5. Sites to Emulate (Optional)

Please list the web addresses of sites that have a layout, structure, function, or color scheme that you like. Feel free to make any notes you like.

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### 6. Target Date for Completion

Gilhoi Design and the client must work together to complete the website in a timely manner. The following is the target date for completion:

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## 7. Estimated Costs

Our Standard Website Package:

- **A 3-page website** with links between all pages.
- **Words of text** supplied by the client. Please send us your final text. Time required to make substantive changes to client-submitted text after the web pages have been constructed will be additional, billed at the hourly rate.
- **Photos and other misc. graphic images** supplied by the client.
- **Links** to external pages.
- **Email links** to any email address the client designates.
- **One custom logo/masthead graphic** to repeat on each page of the site.
- **Page titles** which show at top of Web browser only.
- **Copyright information** at the bottom of each page.
- **Installation** of web pages on a web hosting service.
- **Minor updates and changes** to existing web pages for six months. Additional changes billed at hourly rate.
- **Search engine submission.**

Quantity	Description	Unit Price	Total
	Standard 3-Page Website Package	\$250	
	Additional Basic Pages	\$50	
	Additional Custom Design Pages	\$100	
	Yearly Domain Name and Hosting	\$100	
	Response Form	\$80	
	Additional Labor Hours	\$40	
	Other:		
<b>Total Estimate:</b>			

## 8. Maintenance and Hourly Rate

This agreement includes minor webpage maintenance to regular web pages over a six-month period, including updating links and making minor changes to text. If the client or an agent other than Gilhoi Design attempts updating the client's pages, time to repair web pages will be assessed at the hourly rate, and is not included as part of the updating time. The six-month maintenance period commences upon the date the client signs this contract. Changes requested by the client beyond those limits will be billed at the hourly rate (currently \$40).

## 9. Signature

On behalf of my business/organization I approve the above plan to construct a website and I authorize Gilhoi Design to use this Website Planning Worksheet as the basis of the project.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 10. Next Steps

Upon completion of this worksheet, please send it to us along with the contents of your website:

- Written content for your web pages (preferably in Word or in HTML).
- Photos or graphics to be included. Electronic formats such as .gif or .jpg are best, but you may also send graphics and photos which we can scan into electronic form.
- Your company logo (if any).
- Samples of your printed materials (brochures, letterheads, business cards, booklets, etc.) so we can see how you present your company image.

Once we receive this worksheet, we will send you a contract. We will start building your site as soon as we have:

- A signed contract
- Payment of a least 50% of the total
- Content for your site

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Thank you for your business. We are looking forward to receiving your materials and constructing your website!