Company Information

Company Name: _____

Company Address: _____

Contact Name: _____

Contact Phone: _____ Contact E-mail: _____

Content and Navigation

What is this and why is it important?
Before TWP can start to build your website we need to know who you are and what you would like to say about your business. This section will enable us to get the necessary information from you ahead of time so we can design and build your website in the most efficient manner possible.

Section 1: Materials Checklist and Website Configuration

Ideal materials to begin production:

- Images of key products, personnel, and process, RGB TIFF, JPEG, or GIF formats at 300dpi or higher. See link for image/production tips…http://totalwebpartners.com/customer-production-tips/#image
- Logo artwork

	Included	Client to Provide	N/A
Logo(s) to be supplied			
From digital file	☐	☐	☐
From printed material	☐	☐	☐
Photos to be supplied			
As digital files	☐	☐	☐
As prints to be scanned	☐	☐	☐
Contact Information	☐	☐	☐
Other available materials *			
Brochures	☐	☐	☐
Spec sheets	☐	☐	☐
Direct mail piece	☐	☐	☐
Catalogs	☐	☐	☐
Other (specify, i.e. Powerpoint, etc.)	☐	☐	☐

*** For increased accuracy of copy, please submit electronic versions of your content instead of hard copy printouts**

Design
Suggested Themes:
http://www.themechampion.com/demo/financenew/demo5/
http://gofinance.glixentech.com/header-1/index-5/

Graphics Standards
Corporate colors (RGB, CMYK, or Pantone value) _____

Special fonts (for use on the logo or other graphics only) _____

Other _____

Section 2: Tell Us About Your Business

What does your company do?

What specific products/services do you provide?

Why should a customer choose your company?

What geographical regions do you serve?

What certifications and/or affiliations do you want your customers to know about?

What else would you like a customer to know about your company? Can you answer any other questions that a first-time customer typically asks?

Website Setup Form

Section 3: Website Navigation/Pages (each item counts as one page).

		# Pages This Sect.	Page Total	Source(s): File, Paper, URL Please be specific
☐	**Home (required)** Consists of copy focusing on capabilities and/or products offered, mission statement, minority or woman owned status, etc.	1	1	
☐	**About Us** Brief background about company, its history, divisions, etc.			
☐	**Services/Products page(s)** Categorized by main headings and then by subcategories if necessary. List product pages: _____ _____ _____ _____ _____ _____ _____ _____ _____			
☐	**Our Process** Explain the processes you use. How you do things, etc.			
☐	**Services** A list of available services and capabilities.			
☐	**Industries/Markets Served page(s)**			
☐	**Request for Information** Through a simple form submitted to designated e-mail address			
☐	**Request for Quote** E-mail form to ease information gathering about a customer's needs			
☐	**Literature** Can include advertising, materials and references PDFs, guides, warranty information, spec and data sheets, glossary			
☐	**Contact Us (include directions, business hours, etc.)**			
☐	**Product News Feed**			
☐	**Company News/Events page**			
☐	**Technologies** The technologies used to create your products or how they are used.			
☐	**Certifications** Could contain ISO sheets or other information			
☐	**Success Stories / Case Studies** http://totalwebpartners.com/customer-production-tips/#story Include samples of successful jobs/projects			
☐	**Associations/Affiliates page** A great way to include reciprocal links for search engine optimization			
☐	**Distributors** If your products/services are resold and distributed by others			
☐	**Jobs/Careers**			
☐	**Locations** If you have more than one factory, showroom, etc.			
☐	**Site Map** Recommended to help improve SEO performance			
☐	**Custom/Other** _____ _____ _____ _____ _____ _____			

Domain/URL Setup

What is this and why is it important?
Your domain/URL is what a visitor types into their browser when they want to visit your website. As part of our service, we will transfer this domain to our registrar free of charge and take over its management and renewal costs. We strongly suggest you select this option as it makes setup and maintenance of your TotalWeb Partners website more efficient. The domain is the possession of your company so if at any time you choose to transfer the domain to another registrar we will do so. There are three options available to you:

1. Domain transfer
2. Register new domain
3. No domain transfer. Point from current location to new website

1. Domain Transfer ☐

In order for your website to launch successfully the following steps are necessary:

- Please verify that you are listed as the administrative or technical contact for your domain. Check your domain profile at http://www.betterwhois.com. If you have questions about how to read your domain profile, please call (800) 451-4231 for assistance.
- If a current, working e-mail address is not listed as the administrative contact for your domain, please call your registrar (Network Solutions, GoDaddy, Register.com, Web.com, etc.) and have yourself listed as the Administrative Contact, and change the e-mail address to one that you check daily.
- Call your current registrar to have the domain unlocked if necessary, or do it yourself inside your registrar's admin section
- After contacting Your Registrar, please call TotalWeb Partners at the number above.

The Transfer Request to move your domain from your current registrar to TotalWeb Partners will come from GoDaddy and must be approved within 48 hours or it becomes invalid and we must resubmit the request. TotalWeb Partners will only resubmit this request twice.

Domain to transfer:

http://www. _____. ☐ com ☐ net ☐ org

Login information for my current domain registrar (optional but recommended)
Who is your current registrar? _____ Username: _____ Password: _____

Domain Transfer Terms and Conditions

- We, the holder of the above domain name, authorize TotalWeb Marketing to transfer the above domain name registration to TotalWeb
  We hereby represent that we have the full and complete authority as the holder of the domain name registration to initiate this transfer. At your request we will provide documentation that proves that we are the authoritative domain name holder.
- We agree that TotalWeb will not be liable, under any circumstances, for any (a) suspension, loss, or modification of your domain name registration, (b) interruption of business, (c) access delays or access interruptions to this site or the web site(s) accessed by the domain name registered in your name, (d) data non-delivery, corruption, destruction or other modification, (e) events beyond TotalWeb's reasonable control, or (f) the processing of the transfer of the domain name *registered in your name* to TotalWeb. TotalWeb also will not be liable for any indirect, special, incidental, or consequential damages of any kind (including lost profits) regardless of the form of action whether in contract, tort (including negligence), or otherwise, even if TotalWeb has been advised of the possibility of such damages. In no event shall TotalWeb's maximum aggregate liability exceed the total amount paid by you for the services.
- We agree to defend, indemnify and hold harmless TotalWeb Partners for any loss, damages or costs, including reasonable attorneys' fees, resulting from any third party claim, action, or demand related to breach of our representations and warranties hereunder or the transfer of the domain name registered in our name.
- We represent and warrant that all information provided by you in connection with the transfer of the domain name we are seeking to transfer is accurate and current.

Authorized Signature _____

Name _____ Date _____

Domain/URL Setup (cont.)

2. Register new domain: ☐

Please provide three choices in order of preference

http://www. **AandEFinancial.com** ☐ com ☐ net ☐ org

http://www. _____. ☐ com ☐ net ☐ org

http://www. _____. ☐ com ☐ net ☐ org

3. I do not want to transfer my domain. Point from current location to new website. ☐

You will repoint your company domain from its current location to your new website. You understand you are responsible for the management, renewal, and any other issues that arise out of choosing this option. TotalWeb Partners customer service specialists will provide assistance with its initial setup and implementation.

Email Setup

List Desired Email Addresses:

1. _____ Inbox or Forward to: _____
2. _____ Inbox or Forward to: _____
3. _____ Inbox or Forward to: _____
4. _____ Inbox or Forward to: _____
5. _____ Inbox or Forward to: _____