Web Design Project Intake Form

We're thrilled to be considered for your next project.

Our priority is to create a website that achieves your strategic goals while communicating what makes you and your brand unique. Your answers to the following will help us estimate the size, scope, and nature of your web design project, as well as help you think through what exactly you'd like to create.

Client information

1. Name:

2. Company/Organization:

3. Email:

4. Phone number:

5. Website (if applicable):

Communication preferences

1. How would you prefer to communicate during the project? (Select all that apply)

   Email
   Phone calls
   Video calls
   In-person meetings (if feasible)
   Other (please specify):

2. What is your preferred method of receiving project updates and progress reports?

   Regular email updates
   Weekly status meetings
   Real-time project management tool
   Other (please specify):

3. Are there any specific times or days that are most convenient for you to schedule meetings or calls?

Project overview

1. Briefly describe your company/organization and its goals.

2. What is the purpose of this website?
   (e.g., to sell products, provide information, generate leads, etc.)

3. Who is your target audience? (e.g., age group, location, interests, etc.)

4. Do you have any specific design preferences or existing branding guidelines that need to be followed?
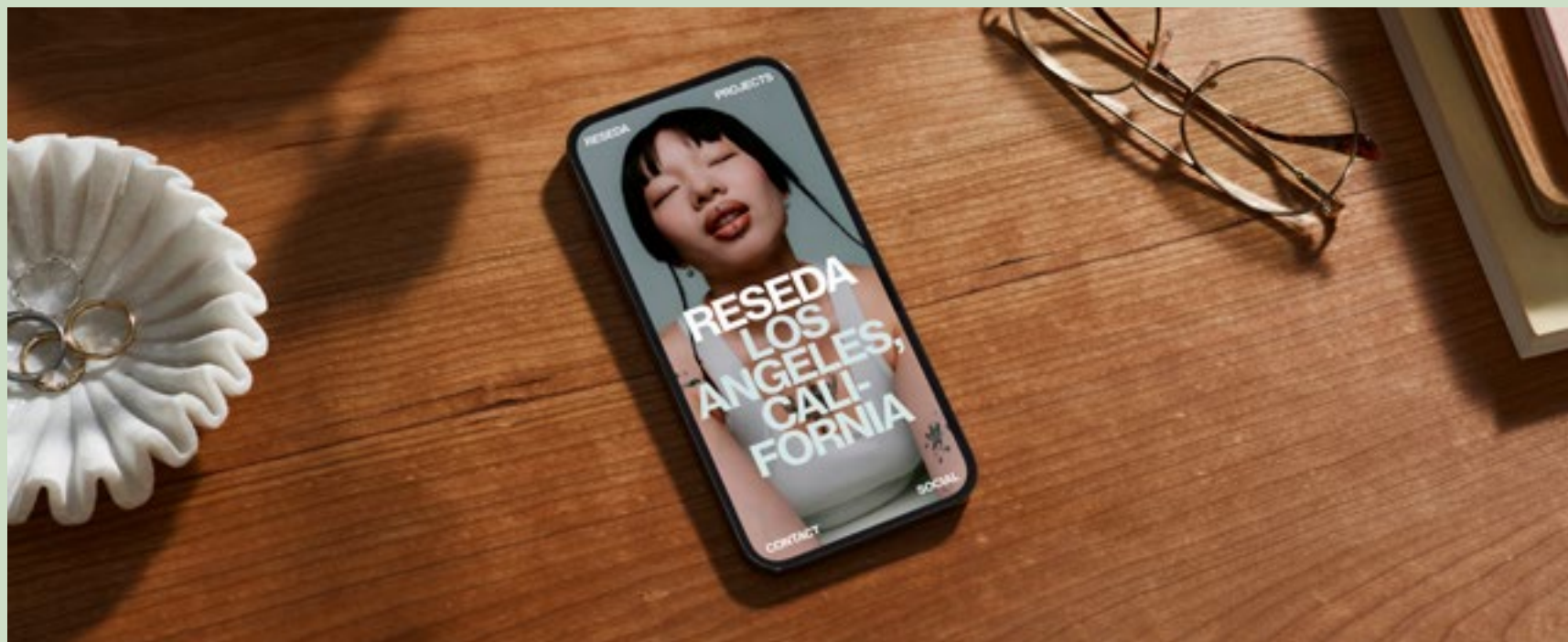
Website features and functionality

1. What are the main pages/sections you'd like to include on your website?

2. Do you require any special features or functionality?
   (e.g., ecommerce, contact forms, blog, user registration, etc.)

3. Are there any third-party integrations or APIs that need to be incorporated?
   If yes, please specify.

Design and visuals

1. Do you have a logo? If yes, please provide the logo files.

2. Are there any specific colors, fonts, or imagery that you'd like to be used in the design?

3. Do you have any examples of websites that you like in terms of design or functionality? Please provide links.

Content and assets

1. Do you have the content (text, images, videos, etc.) ready for the website?
   If not, will you need help with content creation?

2. Will you require support with website copywriting or content editing?

3. Do you have high-resolution images or will we need to use stock images?

Timeline and budget

1. What's your desired timeline for the completion of this project?

2. Do you have a specific budget in mind for this project? If yes, please specify.

Additional information

1. Share any other information or specific requirements that we should be aware of.

Please complete this form and return it to us at [email address] before our initial consultation. We look forward to discussing your project in more detail!