

Please tick each item to indicate that information has been provided:

Client Name:

- | | |
|---|--------------------------|
| 5 Main Chosen Keywords (List) | <input type="checkbox"/> |
| Website Map | <input type="checkbox"/> |
| Page colour scheme (If to match corporate colours a sample is required) | <input type="checkbox"/> |
| Page Layout - ie left nav. bar, top left, across top (show client some recent sites to choose from) | <input type="checkbox"/> |
| Page text content for each page in electronic format | <input type="checkbox"/> |
| Page text content for each page in paper format (Typed - no brochures) | <input type="checkbox"/> |
| Professional quality photos in electronic format | <input type="checkbox"/> |
| Professional quality photos in paper format (No small trifold brochure images) | <input type="checkbox"/> |
| Logo (if required) in electronic format | <input type="checkbox"/> |
| Logo (if required) in paper format (no letterheads) | <input type="checkbox"/> |
| Terms of trading in electronic format | <input type="checkbox"/> |
| Terms of trading in paper format | <input type="checkbox"/> |
| Search Engine Submission Booking form completed | <input type="checkbox"/> |

Note: Client must be aware that once their site is being made to these requirements any changes may result in extra costs. A sample page layout for client approval will be made - they must approve this by e-mail before the site proceeds further.