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1. **Client Details**

<<Name of Client>> a company registered in <<Country of Registration>> under number <<Company Registration Number>> whose registered office is at <<Registered office>> ("your client")

2. **Contractor Details**

<<Name of Contractor>> a company registered in <<Country of Registration>> under number <<Company Registration Number>> whose registered office is at <<Registered office>> ("us")

3. **Order Details**

Order Date: << >>

Please fill in all sections of this form with as much detail as possible where required. This will enable us to prepare a Website Work Proposal for your perusal and acceptance prior to commencing work on your project.

1. Domain name: do you already own a domain name for this project?

Yes No

a) If yes, please specify the domain name: << >>

b) If no, do you intend to register a domain name on your behalf?
Secure Myself Client

c) If you wish us to select a domain name for you, please indicate your top three choices for domain name. If we are asked us to register a domain name for you, you will be charged a fee. If the first, second or third choice is not available, we will select a domain name for you.

Domain 1: << >>

Domain 2: << >>

Domain 3: << >>

2. What is the purpose of your website?

- Personal
- Small Business Brochure
- E-Commerce (Goods)
- E-Commerce (Services)

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- Encyclopaedic Information
- Business Information
- Social Networking
- Other (please state)

3. How large do you wish your site to be?
- Small (1-4 Pages)
 - Medium (5-10 Pages)
 - Large (11-20 Pages)
 - X-Large (20+ Pages)

4. Graphic Content: will you be providing any graphic content?
- Yes (All) Yes (Some)
- Please provide more detail if you provide some material or none, describe what you would like us to see.
- << >>

5. Text Content: will you be providing any text content?
- Yes (All) Yes (Some)
- Please provide more detail if you provide some material or none, describe what you would like us to see.
- << >>

6. Visitor and Customer Facilities: would you like your site to include any of the following:
- Forums
 - Chat
 - Newsletter
 - Search Facilities

7. Hosting: do you already have a website? If yes, will you be ready to upload your site (or have us upload it) for testing purposes?
- Yes No
- a) If yes, you will be ready to upload your site (or have us upload it) for testing purposes.
- b) If no, do you intend to host your site on your own server or do you wish us to set up hosting for you?
- Setup Myself Co-Setup

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8. Web Marketing: please indicate which of the following services you require
Pay Per Click Advertising
Search Engine Optimisation
Paid Inclusion
Other (please state)

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9. When would you like your site completed? (Note that we cannot provide an accurate completion time unless the project is fully planned)
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10. Will you require post-completion support from us?
Yes No

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a) If yes, approximately how often do you require such work?
Weekly
Monthly
Quarterly
Yearly
Other (please state)

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11. Further information: If there are any other requirements you wish to provide, please do so below. For example: if you require your site to use specific design themes or require your site to use specific software, please use this space to set out your requirements.
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SIGNED by

<<Name and Title of person signing for and on behalf of <<Client's Name

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