



Client Website Brief

We just need to know a few things in order to provide the best service to you.

By filling in this form for us you'll provide a useful overview of everything you want from your site and help you think about things you may not have considered. Please fill in as much of this form as you can but feel free to leave a field blank if it doesn't apply to you.

Once we have the information we can begin putting together designs to meet your specifications and get your company online. If you have any questions, or need advice about an item in this brief, please call our technical team on +44 (0) 161 864 5605.

Page 1: Basic Information

Page 2: Design Information

Page 3: Content & Features

Page 4: Additional/Summary

v1.2 - 2010-10-07

1. Basic Information

Name:

Your Organisation's Name:

Email Address:

Phone Number:

Web Address:

Describe what your company does:

t: +44 (0) 161 864 5605
e: info@rijamedia.com

List the words that you want people to associate with your company/brand:

Describe the audience you want to attract to your site:

What will your target audience need to use this website for?:

How do people learn about the company/products/services?:

2. Design Information

Are there any ideas/themes you have considered for your site?:

Do you have a consistent colour scheme already or any colour scheme in mind?:

Do you already have a logo or branded materials such as business cards/stationery?:

Describe the desired look and feel for the site in a few short phrases:

t: +44 (0) 161 864 5605
e: info@rijamedia.com

Please name some sites, either competitors or unrelated which you feel may be relevant to your design. Let us know what you like/dislike about each site's design or features.

	Company Name:	Website Link:	Comments:
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	

3. Content & Features

Choose the pages & features you think apply to your site:

Pages:

<input type="checkbox"/> Home	<input type="checkbox"/> About Us	<input type="checkbox"/> Services	<input type="checkbox"/> Client List
<input type="checkbox"/> Contact Us	<input type="checkbox"/> Directions	<input type="checkbox"/> News	<input type="checkbox"/> FAQs
<input type="checkbox"/> Links	<input type="checkbox"/> Resources	<input type="checkbox"/> Bios	<input type="checkbox"/> Site Map

Interactivity:

<input type="checkbox"/> Image Gallery	<input type="checkbox"/> Video/Media	<input type="checkbox"/> Flash	<input type="checkbox"/> Illustration
<input type="checkbox"/> Portfolio	<input type="checkbox"/> Testimonials	<input type="checkbox"/> Uploads	<input type="checkbox"/> Downloads
<input type="checkbox"/> Online Payments	<input type="checkbox"/> Event Calendar	<input type="checkbox"/> Maps	<input type="checkbox"/> In-site Search

Additional Modules:

<input type="checkbox"/> Page Management	<input type="checkbox"/> News Feeds	<input type="checkbox"/> Social Media	<input type="checkbox"/> E-Commerce
<input type="checkbox"/> Real Estate Manager	<input type="checkbox"/> Recruitment	<input type="checkbox"/> Blog	<input type="checkbox"/> Image Manager
<input type="checkbox"/> Testimonial Manager	<input type="checkbox"/> FAQ Manager	<input type="checkbox"/> Case Studies	<input type="checkbox"/> Forum

Please contact us if you have any questions about the above features. If there are any other pages/modules you think your site may require; please enter them here.

When would you like your website made available to your users? (Not guaranteed):

Do you wish us to regularly update your website or do you wish to do this yourself?:

t: +44 (0) 161 864 5605 e: info@rijammedia.com

4. Additional / Summary

Anything else you need to tell us? Then do so here...

t: +44 (0) 161 864 5605
e: info@rijamedia.com

Customer Details

Signed:

Print Name:

Position:

Date:

Rija BDM Details

Thanks!

Any Questions/Queries?

Rija Media

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