SSP

Sean Sloan Productions
www.seansloan.com
sean@seansloan.com
ph./fax 949.722.6119
cell 949.903.1062

This document is intended to help first time sites to get built efficiently and cost effectively. Use the spaces provided to record your company's specific information.

Do you have a domain name? Please write out complete URL:

Where is the domain name registered?

Do you know the user name and password for your domain registration account? Please list (most accounts will have only the last 2, Network Solutions uses all 3):

User:

User Name:

Password:

Do you have hosting for your website? Please list relevant information:

Can we have your FTP upload information?

Server Address:

User Name:

Password:

If your website is hosted by a different company than your domain registration, can we have that user name and password?

User Name:

Password:

Do you have a company logo in electronic format? (.jpg, .eps, .tif Photoshop or Illustrator)

Do you have a company color scheme? (This may be available on letterhead or business card - mail us samples) Please describe:

Do you have product photos? If the answer is Yes, please mail us a CD.(We can provide mobile photographic services for $100/hr.)

Are there any sample sites that are in your industry (or outside) that could be considered 'good examples' of the standard in your industry? Try to list 2-3 domain names:

HOME | ABOUT | PRODUCTS | SERVICES | REQUEST QUOTE | CONTACT
The above categories are the names of potential web pages and are listed here in order that you choose the appropriate ones and then flesh them out. Please provide at least a bulleted list of descriptive terms for each category and then add additional text as you think of it.

HOME= Description of company, eg. history, capabilities, products, selling points etc.

ABOUT= More information that demonstrates what sets this particular company above competitors.

CONTACT= Contact information for decision maker or in-house contact person/s, eg. email, phone, fax information, address etc.

REQUEST QUOTE= What information is needed in order to create a cost/quote for the particular business? Eg. Name, Address, Phone, Contact person, Materials, Amounts, Standards, Tolerances, etc.

PRODUCTS= Overview of company's products, eg. names, descriptions, prices etc.

SERVICES= What services does the company offer.

Is there someone at your company that can take responsibility for writing, editing and approving the textual content? (Please provide us with their name, phone, email. We can provide text creation services for $100.00/hr. This includes the review of existing copy eg. brochures, advertisement etc., website content, telephone or face to face interview, examination of competitor sites, editing, and final execution pending customer approval.)