Client Worksheet – Request for Quote

We've put together this request for quotation worksheet to help you give us the information that we need to estimate the cost and timescales for your project. Think of it as a business plan, the more information you can give us, the more accurately we'll be able to respond.

Please answer as many questions as are relevant as accurately as you can and ignore anything that you feel does not relate to you or your project. When you're done, please email it to info@grantmx.com. We will respond to your inquiry with 48 hours.

The Basics

What is the name of your organization and your current/intended web address (URL)?

Please describe your organization in a short paragraph and the concept, product or service that your site will offer.

Who are your main contacts for this project? Please list names, email addresses and phone numbers.

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When do you expect this project to start and when does it need to be completed? Are there specific reasons for these dates? e.g. tradeshow, product launch, end of year budget.

Your budget dictates how much time we can devote to your website. What is the budget for this project? NB: We do not reply to request for quotations that have no indication of your budget.

Your Objectives

What are your main reasons for commissioning a new website?

Please list the business objectives for your website in order of importance. e.g improve sales, increase customer satisfaction, reduce time spent searching for information etc.

How will you measure that your site is a success?
e.g. 20% increase in sales, 70% of surveyed users expressing satisfaction, 30% reduction in time spent searching for info.

Current Site (if you have one)

What aspects of your current site work well and why are they successful?

What aspects of your current site are unsuccessful and why do you think that is?

What problems have your visitors reported?

If you update your current site using a content management system, please describe the system and it's main features. Are you happy with the system?

Your Audience

Please describe the different types of visitors to your website in as much detail as possible. e.g. young people looking to find love.

Content and Design

Describe how you would like users to perceive the new site. e.g. modern, professional, friendly, fun etc.

Please list the websites of competitors and organizations in a related field. What works? What doesn't?

List websites you like the visual design of and explain why. Sites such as stylegala.com and cssbeauty.com can be good sources of inspiration.

Outline any ideas you may have for your site. How would these features support your business goals and the goals of your user? e.g. provide recommendations to help users find related items and promote up-selling.

Please describe the features you would like to see implemented on your site.
e.g. updatable news, multiple authors, stock control, user moderation, blogs, etc.

Will you need for us to write (or rewrite) your online copy for this new project?

Additional Comments

We've tried to keep this worksheet as general as possible, but every project is unique. Here is your chance to add any extra information you think will be helpful. What else should we know about this project?

Please email the completed form to
info@grantmx.com

Thanks again for your time.