

Completing the Initial Data Capture Form



How to use this form:

This form is designed to capture the key data for your website manually to enable it to be completed at a meeting or part of a group where on-line completion is not practical. Its purpose is to build a vision of the site and a guide to the elements, which will be included on it. If you have any queries with any of information required in this document, please e-mail mysite@thewebdepot.co.uk or contact your team member direct.

1. Select Your Product

Please tick your required product and complete only the steps as described:

Tick your required bundle here (full details on need more specs page)

Start

Complete All Steps
(except step 6 and step 9-13)

Premium

Complete All Steps
(except 11,12 and 13)

Pro

Complete All Steps
On The Form

ECOPAGE

Complete All Steps
(except step 6 and step 9-13)

2. Your Details

Full trading or legal name

Full postal address

Phone

Fax

*Administrative contact

*Contact e-mail

**The administrative contact and e-mail address should be that of the person(s) with who we will contact with reference to the design, progression and administration of the site.*

3. Corporate logos and branding

- Please create my artwork for me *I already have artwork (see below)

*If you already have artwork which for use in your site, please e-mail **mysite@thewebdepot.co.uk** including your account number organization name in the subject field. Please be aware that any provided artwork may require manipulation before being placed into your site as part of our site development integrity.

4. Domain registration / transfer details

1. Requested .uk domain name

www.

Use the link on the Support page to search for your suitable domain to see if it is available. Do not register a domain name as we do this for you.

2. *I require a non .uk domain, this is

www.

If you require a non.uk domain (eg - .com or .net etc) Please note there is an additional charge for this.

**I understand that any domains other than .uk are not standard as part of any of the bundled services. This will be charged as an additional element based on the current registry charge quote.*

3. I already have a registered domain, it is:

www.

As I already have a registered domain, I wish to:

*Transfer my domain to emedi... my new hosting

We will contact you shortly in connection... require a transfer charge. These will be... .org, .info, .name and .biz domain name

Look at the colour pallets on the Support page if you would like to specify colours for us to use and insert the HEX number provided eg- #CC9900

**Transferring no... providers transfer... days of registration*

You already have a domain name. Contact us if this is the case so we can explain your options if required.

5. Colour pallets

Page background colour

OR

2. *Specific websafe colour HEX

**Only complete this field if you have a specific websafe colour you wish to use. View the pallet at www.techbomb.com/websafe*

Choose if you want your buttons or tabs to appear horizontally or vertically on the page

6. Navigation layout - for Premium and Pro products only

1. Navigation bars / buttons style

**Circle as appropriate*

* HORIZONTAL / VERTICAL / OTHER (detail in general comments)

*This is where the button... site which enable the user to navigate / select pages.

Do you have a specific font you would like to use? Use the fonts link on the support page for details

7. Specific Font

If you require a specific font, please enter the name of this here:

8. Page one information – for **ECOPAGE**, **Start**, **Premium** and **Pro** products

Full Title of Page

(Home is suggested)

Eg- Home, About Us,
Contact Us etc

***Short Description of page**

*Include details on the overall purpose of the page

Just some basic details of what the purpose of the page is. For example, if it is a Contacts page, this may say:
"generally contacts page with photos of members, our address and a map etc)

Key elements of page (Do not complete for ECOPAGE products)

Tick any of the required elements that you would like to see on the page. Please note this information is only a guide to assist with the design of the page.

- Blog / Forum Link Image Gallery Document Library Calendar
- On-line Form Other **please state*

9. Page two information – Premium and **Pro** products only

Full Title of Page

***Short Description of page**

*Include details on the overall purpose of the page

Key elements of page

Tick any of the required elements that you would like to see on the page. Please note this information is only a guide to assist with the design of the page.

- Blog / Forum Link Image Gallery Document Library Calendar
- On-line Form Other **please state*

10. Page three information – Premium and *Pro* products only

Full Title of Page

*Short Description of page

*Include details on the overall purpose of the page

Key elements of page

Tick any of the required elements that you would like to see on the page. Please note this information is only a guide to assist with the design of the page.

- Blog / Forum Link Image Gallery Document Library Calendar
- On-line Form Other **please state*

11. Page four information – for *Pro* products only

Full Title of Page

*Short Description of page

*Include details on the overall purpose of the page

Key elements of page

Tick any of the required elements that you would like to see on the page. Please note this information is only a guide to assist with the design of the page.

- Blog / Forum Link Image Gallery Document Library Calendar
- On-line Form Other **please state*

12. Page five information – for *Pro* products only

Full Title of Page

*Short Description of page

*Include details on the overall purpose of the page

Key elements of page

Tick any of the required elements that you would like to see on the page. Please note this information is only a guide to assist with the design of the page.

Blog / Forum Link Image Gallery Document Library Calendar

On-line Form Other **please state*

13. Page six information – for *Pro* products only

Full Title of Page

*Short Description of page

*Include details on the overall purpose of the page

Key elements of page

Tick any of the required elements that you would like to see on the page. Please note this information is only a guide to assist with the design of the page.

Blog / Forum Link Image Gallery Document Library Calendar

On-line Form Other **please state*

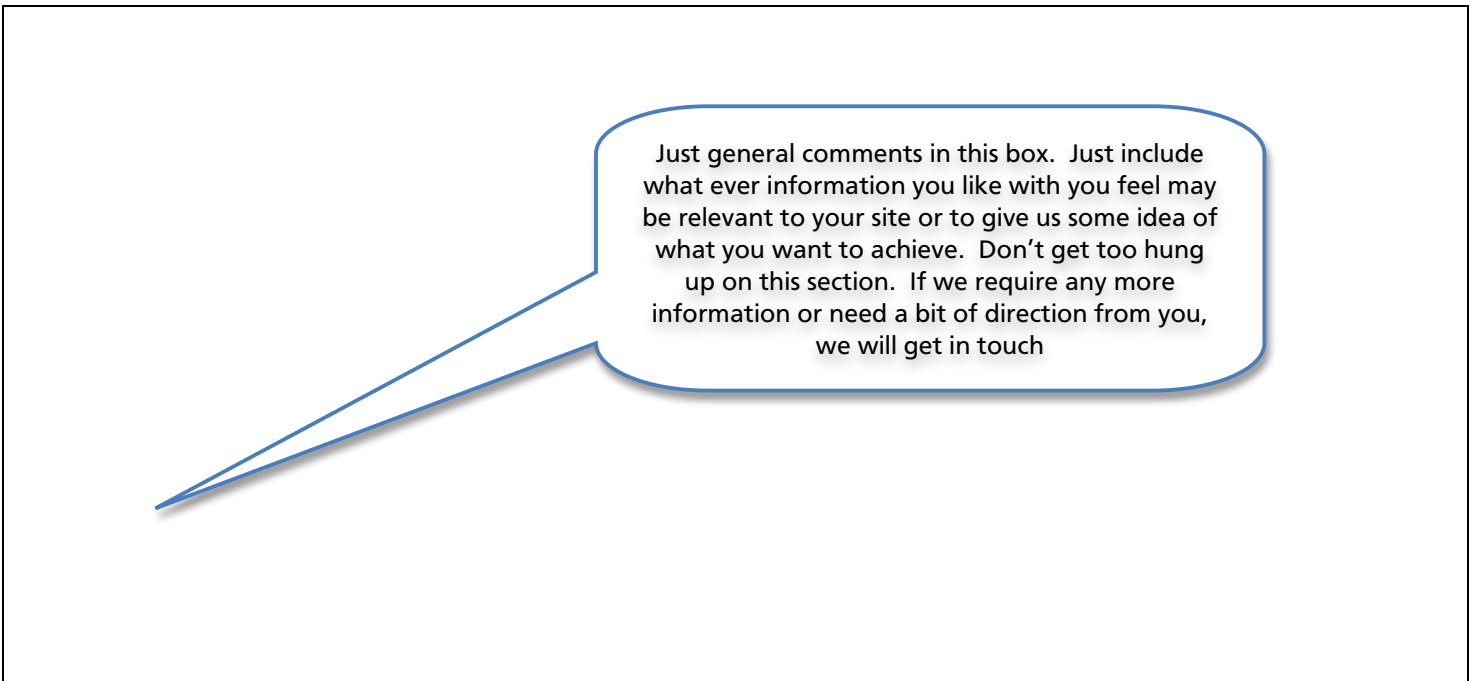
14. Miscellaneous details

1. *Title to be displayed in the browser bar

*This is the title which will appear the in the browser bar of the users computer which displays brief information on the site, i.e.: “Welcome to Any Company Ltd | Please call or e-mail for all enquiries”

15. General comments and other supporting information

Use the space below to include any general comments and supporting information with reference to the design of your site. This might include colour schemes, emphasis on certain pages, icon animations, other requests, which may not have been addressed in any of the above fields, or simply some detail about the look and feel of the site:



Just general comments in this box. Just include what ever information you like with you feel may be relevant to your site or to give us some idea of what you want to achieve. Don't get too hung up on this section. If we require any more information or need a bit of direction from you, we will get in touch

Thank you for completing this form. You can now either:

Scan this form and send it to (including your customer name in the subject field):

mysite@thewebdepot.co.uk

Or send it by post to:

**New Projects
emediamax UK
1 Condor Drive
TORQUAY
Devon
TQ2 7TU**

We will acknowledge receipt of this form and proceed to the Stage 2 process for design and layout.