



**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](mailto:mysite@thewebdepot.co.uk) or contact your team member direct.

**1. Select Your Product**

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

**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**

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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

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- 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

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1. Requested .uk domain name

www.

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

www.

*\*I understand that any domains other than .uk are not standard as part of any of the bundles offered by any of the emediamax UK services. This will be charged as an additional element based on the current registry charges. This will be included in your product 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 emediamaxUK       Point my new hosting account to my current provider

*We will contact you shortly in connection to your registered domain options. \*Transferring non .uk domains (ie .com and .net) do require a transfer charge. These will be charged according to your current providers transfer charges. Please note that .com, .net, .org, .info, .name and .biz domain names cannot be transferred within 60 days of registration or 60 days of expiry.*

### 5. Colour pallets

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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/websage](http://www.techbomb.com/websage)

### 6. Navigation layout - for Premium and *Pro* products only

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1. Navigation bars / buttons style

\*Circle as appropriate

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

1. Navigation bars / buttons position

\*Circle as appropriate

\* TOP / LEFT / RIGHT / BOTTOM

\*This is where the buttons or tabs will appear on your site which enable the user to navigate / select pages.

### 7. Specific Font

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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)*

### \*Short Description of page

\*Include details on the overall purpose of the page

### 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

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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

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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

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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

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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:

**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](mailto: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.