

# EAST VALLEY WEB & GRAPHIC DESIGN

## Web Services

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- ✓ Complete Design Services
  - Banner Graphics
  - Branding and Logo Design
  - Navigation Elements
  - Photo Enhancement
  
- ✓ Domain Registration
  
- ✓ Hosting Services
  
- ✓ Email Accounts
  
- ✓ Maintenance Plans
  - Monthly
  - Hourly

**We strongly recommend that this form be reviewed by all decision makers prior to submission.**

# EAST VALLEY WEB & GRAPHIC DESIGN

## Step 1 - Design Style

### Color Scheme

Please describe the colors you would like to use on the site

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### Logo

Does your organization have an existing logo?

Yes       No

Is the logo available in an electronic format?

Yes       No

### Design Ideas

List several websites that you like and explain what you like about them

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# EAST VALLEY WEB & GRAPHIC DESIGN

## Step 2 - Home Page Design

### Company Name

Print the name exactly as you want to have it appear on the front page of the website.

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### Company Slogan

Print the slogan exactly as you want to have it appear on the front page of the website.

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### Graphics

Does your organization have digital photos that you would like to use on the site?

Yes       No

Provide a description of the types of images that you would like to use?

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### Content

Provide a description of the content that you want to have displayed on the front page of your website

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# EAST VALLEY WEB & GRAPHIC DESIGN

## Step 3 - Primary Navigation

### Navigation Style

Vertical navigation buttons can appear on either the left or right side of the web site. Horizontal buttons appear across the top, beneath the banner graphic.

Vertical       Horizontal       Both

### Navigation Content

Some common navigation items are listed here. Select the items that you would like to use. Use the space below to add additional items if necessary.

- |                                     |                                       |  |
|-------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Home       | <input type="checkbox"/> Orders       | <input type="checkbox"/> Philosophy    |
| <input type="checkbox"/> Products   | <input type="checkbox"/> About Us     | <input type="checkbox"/> FAQ           |
| <input type="checkbox"/> Services   | <input type="checkbox"/> Locations    | <input type="checkbox"/> Photo Gallery |
| <input type="checkbox"/> Contact Us | <input type="checkbox"/> Testimonials | <input type="checkbox"/> The Team      |

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*Textual content supporting each of these areas is to be provided by the client.*

# EAST VALLEY WEB & GRAPHIC DESIGN

## Step 4 - Some Final Details

### Domain Registration

Does your organization have a registered domain name?

Yes \_\_\_\_\_  No

If no, please list some preferred domain names. *(Subject to availability)*

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### Contact Information

Contact Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

# EAST VALLEY WEB & GRAPHIC DESIGN

## Web Site Design Form

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In order to proceed with the development of your website, we require final approval from you on the design, structure and content of the site.

By confirming the specifications up front, delays due to changes and redesigns are minimized, and you can be sure that you will be pleased with the final product.

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**Signature (Authorized Agent)**

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**Date**

**Email:**

**Phone:**

To initiate the project, please sign this page and fax to 480.603.4138

*(Be sure to fax all five pages of the form)*

**Note:** By signing and returning this form, the client is formally initiating the development process. Any client changes (deletions, substitutions or edits to the main navigation or to the main design elements) may result in additional charges at standard hourly rates.

**We strongly recommend that this form be reviewed by all decision makers prior to submission.**