

**HARVEY
ADMINISTRATION**

Small Business
Website
development

Custom Website Development & Designing Requirements

HARVEY ADMINISTRATION (PTY) LTD

138 Democracy Way, Milnerton

Cape Town, Western Cape, 7447 Cell: 066 469 9370

Email: theo@harveyadministration.co.za

Website: <http://harveyadministration.co.za>

Website Development & Designing Requirements

For New Website Designing, Redesigning & Development, please fill relevant options for best optimization.

1. What does your company do?

2. Who is your target audience?

3. What's your Unique Selling Proposition (USP)?

4. Do you want to improve an existing website, or create a website from scratch?

YES	
NO	

5. Do you want your website to be optimized for SEO? Do you have a list of keywords you'd like to target?

YES	
NO	

If you have a list of keywords please provide bellow.

1	
2	
3	
4	
5	
7	
8	
10	
11	
12	

6. What is the URL of your existing website (if any)? What do you like and dislike about your existing website?

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7. What is the URL / Website Links of 2-3 reference websites that you like?

1	
2	
3	

What do you like about these websites?

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8. Do you know want to sell through the website (Ecommerce)?

YES	
NO	

Please provide a short list of your Services / Goods you wish to provide online.

1	
2	
3	
4	
5	

9. What pages do you need on your website? (Optional)

Standards Website Pages Includes

1	Home	Included	YES
2	About Us	Included	YES
3	Services	Included	YES
4	Contact Us	Included	YES
5	Privacy Policies	Included	YES

Frequently Requested Pages

			Tick
1	Product Pages	Include?	
2	Shipping pages	Include?	
3	Pricing Pages	Include?	
4	Booking/Scheduling Pages	Include?	
5	Login In pages (For membership Sites)	Include?	
6			
7			
8			
9			
10			
11			
12			
13			

10. Do you have the content ready for your site? (Optional)

YES	
NO	

Please provide a description of your content.

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11. Does your company have a brand book covering things like colors and fonts?

YES	
NO	

If Yes Please attach A Sample to be used

12. Do you need help updating and maintaining your website?

YES	
NO	

13. Do you need help with blogging and content marketing?

YES	
NO	

14. What Address Are You Going to use on the website?

RESIDENTIAL ADDRESS	
BUSINESS ADDRESS	

Please provide your Address to be used

Address Type	Physical Address	Postal Address
House Number		
Street Address		
Suburb		
City		
Province		
Postal Code		

15. When was your business / project Founded

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YES	
NO	

16. Are you Registered with any Commission, Institutes... In South Africa?

If yes Please provide with relevant details for customer impressions

Register	Registration Name	Registration Number (Optional)
CIPC		
INSUARANCES		
SAICA (Optional)		
SAIPA (Optional)		

17.Contact Details

Contact Information	Details
Office Line Number	
Cell Line Number	
Email Address	
Working Hours Open	
Working Hours Closed	
What's App Number	
Facebook Page	
Twitter	
Instagram	
Linked In	

18. References

Contact Name	Description

19. Integrations / Partnerships

Partner / Integrations	Description

20. Optional Services & Features

Contact Name	Include?
Search	
Forms	
Maps	YES
Portfolio / gallery	
Staff Members	
Social media buttons	
Click-to-call buttons	YES
Online ordering	
Pricing tables	
Live chat	
Chatbots	
Share Buttons	

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