

**ADORE**  
WEBSITE DESIGN | **CO.**

# *Website Workbook*

[www.adoredesignco.com](http://www.adoredesignco.com)

# Welcome

Thank you for choosing to work with me. I am so excited to get started on your website!



## My Mission

To provide you with a beautiful, professional website and make owning and managing a website easy and affordable for you.

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## PROJECT

# Timeline

A basic timeline of the tasks I will perform over the coming weeks. On average, websites are completed in 2-6 weeks. Some projects may take more or less time.

### WEEK 1

Gather all information, photos, graphics. Setup hosting, connect domain name, install and/or configure platform.

### WEEK 2

Design layout header and footer. Customize colors and fonts to match brand/logo. Create pages and design page layouts.

### WEEK 3

Fine tune the design. Finish up all content pages, setup and configure ecommerce if applicable and add products.

### WEEK 4

Perform search engine optimization. Test functionality. Proof read all content and complete any requested edits.

### WEEK 5

Prepare to launch. We'll go over the site together and make any final adjustments, to be sure you are happy and ready to go live.

# Information

## Contact Person

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Name :

Position :

Phone :

Email :

## Company Profile

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Name :

Address :

Website :

## WEBSITE

Do you want to build a new website or redesign an existing one?

Describe your business in a few sentences

What services/products do you offer?

.....

.....

.....

Who is your target audience?

What makes your products and/or services unique?

What are your areas of operation?

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Local    | <input type="checkbox"/> Regional      |
| <input type="checkbox"/> National | <input type="checkbox"/> International |
| <input type="checkbox"/> Online   | <input type="checkbox"/> Other, .....  |

What are three of your favorite websites (and why)?

Which features do you appreciate or dislike on competitor sites?

Which features should be included in your website?

- |   |  |
|---|--|
| <input type="checkbox"/> Forum / Blog             | <input type="checkbox"/> Slideshow       |
| <input type="checkbox"/> Online Store / Ecommerce | <input type="checkbox"/> Contact Form(s) |
| <input type="checkbox"/> Landing Page (funnels)   | <input type="checkbox"/> Media Streaming |
| <input type="checkbox"/> Newsletter               | <input type="checkbox"/> Other, .....    |

What domain name(s) do you want to have? (or list any existing domains)

  

Please describe your preferred style for the look and feel of your website:

Do you have any existing style guides and guidelines? (Logo, hex codes, wireframe)

## Additional Notes

If you have further information, please write down here

# Communication

## Contact Details

✉ [hello@adoredesignco.com](mailto:hello@adoredesignco.com)

☎ 330-257-8276

🌐 [www.adoredesignco.com](http://www.adoredesignco.com)

## Office Hours

☑ M - F 10:00am - 5:00pm EST

## Response Time

🕒 24 - 48 hours except weekends

If you have questions or need help, feel free to text or email me anytime.

Thank You!  
Carrie



[hello@adoredesignco.com](mailto:hello@adoredesignco.com)  
[www.adoredesignco.com](http://www.adoredesignco.com)

