

This document is designed to get the most specific information from you regarding your proposed website. The more specific you can be, the easier we can deliver the website you want and adhere to proposed development schedules.

Please complete as much of the document as you can, and if you're having problems with any of the sections, please do not hesitate to contact us free on 0800 0433 106, or email us at info@kamarin.co.uk.

Sole Contact Name:	<input type="text"/>	Company Name:	<input type="text"/>
Sole Contact Number:	<input type="text"/>	Website URL:	<input type="text"/>

If you are planning on keeping existing website hosting with another company, please complete this section.

Website Host:	<input type="text"/>	Host Contact Number:	<input type="text"/>
FTP Server Address:	<input type="text"/>	FTP Password:	<input type="text"/>
Current Website Platform:	<input type="text"/>	FTP Username:	<input type="text"/>

Please give indication of the proposed direction for your new website. Your keywords should be what you wish to be found for in search engines, this will form the basis for all Search Engine Optimisation on your site and ultimately affect the file naming and structure of your site. List at least 3 inspirational websites and specify what it is that you like about them. These websites do not have to reflect your industry in any way; they will simply serve as a starting point for design and aid discussion on requested functionality.

5 x Keywords:	<input type="text"/>
Top 3 Competitor URLs:	<input type="text"/>
3 x Inspirational Websites & Highlighted Elements:	<input type="text"/>
Target Audience:	<input type="text"/>

Ultimate Website Goals:

Website Future Plans:

Specific Requirements:

Proposed Live Date:

For KC eCommerce Website Designs / Development, original stock items must be present in the system before design work starts. A mandatory 2 x Complete Stock Items must be specified by product code, and if linked items are specified, these 2 items must be linked.

“Complete Stock Items” refers to an item having all used attribute filled with their desired content i.e. Title, Description, Price, Main Image, All Gallery Images, User Definable Fields (UDFs) In Use, Any Additional Content, Linked Items, Quantity Price Breaks & Any User Specific Per-Item Content / Amendments.

This information is in addition to a complete and signed standard KC eCommerce Prerequisites Form.

Website Designs / Developments are not started until all site content is delivered in a digital format. This refers to all specific images and text to be used on the site, including a high resolution company logo unless otherwise stated on the project specification form. Preferred formats are Microsoft Word for text, .jpg for images and .eps for logos. Text / Copy is not proof read or manipulated unless otherwise stated. Other image formats are useable however the formats specified will result in less needed for manipulation. All images are requested at the highest resolution possible. Logo reconstruction is chargeable unless otherwise stated. Delivery of content is preferred on CD / DVD formatted for Windows.

Signed:

Date: