

## Content for a Business Website

This is a document that will provide us with all the information we need to create your website. Please note that this is just a set of guidelines to help us gather information. There are no strict set rules for creating a website.

We can be creative as we want! Please fill in the information below and feel free to add any additional information.

Please note that this information will be kept private and will not be shared with anybody outside of this project.

### Things we'll need to complete your website:

**Please provide us with a:**

1. High-quality image of your logo (transparent background if possible).
2. Full Company Name:
3. Company Slogan:
4. Contact details (provide the details of all individuals you want to list.):
5. List 3 different possible domain names, to check for availability.  
(Example, "www.yourcompany.co.za")
6. List all the emails you want to create, you have a limit of 5 free emails.  
(Example, "office@companyname.co.za")

**Please provide us with the following information:**

#### Home Page:

1. Please provide us with an introduction section of your business. This section explains a little bit more about who and what your company is.
2. Add a short list of all your services (the 'services page' will be more in-depth).
3. If applicable, add any promotions/sales/ads which your business is running to attract clients.
4. Testimonials (if applicable) please give us the feedback and comments clients have left your business on social media platforms which are positive and will make the business look great to new visitors. Also please add the individuals who left the comments' full names and on which platform the comment was left.
5. List your company's social media account names so that we can add link buttons to your profiles so people can follow you directly from your website to Facebook, Instagram, LinkedIn, etc.

#### About Us Page:

1. Add a section that tells a story of who you are, and what your company believes in.
2. Provide the vision, mission, and goals of your business.
3. List your team with a small description of each individual. (If possible, add photos of all the directors and a team photo of your staff.)
4. Add a list of all your accreditations and qualifications, we will download the images of the institutions and add them (we will send the images via email, to confirm if everything is correct.)

#### **Services Page:**

1. List all your services with a description of each service and subject. (if you have any additional images please attach them to the email.)

#### **Contact Us Page:**

1. Contact details (provide the contact details of all individuals relevant you would want to list online.)
2. List the physical address of your company. (This is to create a google maps link on your website)

#### **Additional information:**

- Describe the theme you would want on your website (professional / playful / minimalistic, etc.):
- Please list any special requests you would like to add to your website: feel free to request any additional content such as surveys, contact forms, downloadable links, questionnaires, etc.

**(Please send us everything in a Microsoft Word document if possible and add all attachments via email.)**