



## Web Questionnaire

Our staff at Contempo Web Service understands how difficult putting together the information for your digital presence can be. From our experience we have learned that it is best to organize everything up front to ensure that all of your digital needs are understood and met.

The following are a list questions that an organization should have knowledge of before consultation so as to get the most out of your meeting with our agent.

1. Does your organization have a logo or branding that must be digitally transposed with heightened specificity?
2. Will your page require the need for localized blogging?
3. Are all graphics that you wish to see on your future site available in a digital form?
4. Will you require digital graphics developed for your future site?
5. Will you require social media integration?
6. Will you require a Copywriter in order develop original marketing statements and advertisement slogans?
7. Do you have in place a preferred email address for all of your website correspondence?
8. If you are moving services, do you have the original files from your host site?
9. Will you be hosting your service on your own servers? If so will you require maintenance?

*These are a but a few of the topics we will cover when talking with one of our agents! This information will equally give our organization the scope of the project so that we know what the requirements are in order to fit your digital needs. Thank you again for choosing Contempo Web Service and we hope hear from you soon!*