



---

**Web Development Information Request Checklist**

---

**Information requested**

- (1) Provide Domain Name(s)
- (2) Provide copy of Web Site Purpose
- (3) Provide copy of mission statement
- (4) Provide copy of Corporate Profile
- (5) Provide Digital copy of Company Logo
- (6) Provide copy of organizational chart
- (7) Provide Officers directory
- (8) Provide Sales Team information
- (9) Provide User List
- (10) Designate mailbox usage
- (11) Provide copy of Presidents message
- (12) Provide copies of news flashes
- (13) Provide copies of press releases
- (14) Provide copy of Calendar of events
- (15) Provide education info [date, time, venue etc.]
- (16) Provide Technical staff Bio's & Photo's
- (17) Provide FAQ's
- (18) Provide copy of Advertising Terms & Conditions
- (19) Provide copy of Distributor/Customer Application
- (20) Provide/Review Privacy Policy

**Explanation**

1. The name of your web site
2. The reason(s) you have a web site
3. Your company's purpose
4. Your company Bio
5. Provide a copy of logo on disk
6. Your company chain of command
7. President, Vice President, Treas. Etc
8. Sales department information
9. List of authorized users of your site
10. Who gets a mailbox & what mail
11. Presidents message to Public, Investors etc.
12. Late braking news
13. Official corporate statements
14. Trade Shows, Meetings etc.
15. Seminars, demo's etc.
16. Only if you have technical education staff
17. Frequently Asked Questions & Answers
18. Terms & Conditions to adv on your site
19. Customer/Credit Application
20. Policy Re:use of your customers information



---

**Web Development Information Request Checklist**

---

**Information requested**

- (21) Provide/Review User Agreement
- (22) Provide copy of product/services catalog(s)
- (23) Provide copy of Price List(s)
- (24) Provide copy of discount prices & qty thresholds
- (25) Provide Digital Product Images
- (26) Provide Comprehensive Product Specs
- (27) Provide copy of Terms & Conditions of Sale
- (28) Provide copy of Returns & Exchange Policy
- (29) Provide copy of Order Form
- (30) Provide copy of shipping options
- (31) Provide Samples of P.O.P. Materials
- (32) Provide Distributor List Distributor Finder dbase
- (33) Provide Retailer list for Retail Finder dbase
- (34) Provide Salon list for Salon Finder dbase
- (35) Provide list of approved links

**Explanation**

- 21. Agreement web site users must agree to
- 22. Preferred format of catalog is Microsoft Excel
- 23. Retail, Distributor, Consumer Price lists
- 24. Discount prices & qualifying terms
- 25. Images of all products on disk
- 26. Product Specifications
- 27. Terms under which you offer prods for sale
- 28. Policy regarding returning goods
- 29. Form used to order products or services
- 30. e.g. UPS, USPS, FedEx etc.
- 31. Point of Sale Materials, Posters, displays etc.
- 32. List of Distributors of your products/services
- 33. List of Retailers of your products/services
- 34. List of Salons where your products are available
- 35. Hyperlinks for your web site links page