



Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

E-mail Address \_\_\_\_\_

Do you have a website? yes \_\_\_ no \_\_\_

Website address \_\_\_\_\_

Do you have a domain name? yes \_\_\_ no \_\_\_

Domain name \_\_\_\_\_

Submit the following items and your virtual office will begin:

- Client Worksheet completed and signed
- Written content information in paragraph form for the body content for the pages of your site.
- Brochures, flyers, letterhead, business card, and other printed material so we can see how you present your company image.
- Graphics, photographs, logos (you must own or have permission to use any photos or graphics submitted to be part of your design)
- Website design agreement
- Check or money order for 50% of the total cost

Mailed material will not returned. Please keep original copy for your records. Best to submit images via email attachment to Castle Site Design.

By submitting this worksheet and other content items as requested above I authorize CastleSiteDesign to construct a website using the information as the basis of the design.

Client \_\_\_\_\_ Title \_\_\_\_\_

( please print )

Signature \_\_\_\_\_ Date \_\_\_\_\_

Castle Ent.  
13351 Riverside Dr. #D236  
Sherman Oaks, Calif. 91423  
(818) 439-2465

Sign and submit this form with the Design Agreement and initial 50% deposit