

Castle Site Design

Client Worksheet

818.439.2465

www.castlesitedesign.com

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 online presence will begin:

- Client Worksheet completed and signed.
- Attach the written content information, in paragraph form, for each page of site.
- Brochures, flyers, letterhead, business card, and other printed material to show company image.
- Graphics, photographs, logos (you must own or have permission to use all submitted items.)
- Website design agreement
- Remit initial deposit for 50% of total agreement.

We will include a link at the bottom of your pages to our site.

Your completed website may be used in our portfolio.

Mailed materials will not be returned. Please keep original copy for your records. Submit images via email attachment to info@castlesitedesign.com

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

Client _____
(Please print)

Signature _____

Title _____ Date: _____

Castle Site Design _____ Date: _____