

Congratulations, you are about to embark on that most exciting of roads revealed: The Internet!

In order to effectively communicate your companies' position and structure to the designer assigned to develop your Web Site, it is extremely important that you complete the forms provided. They should be returned to our offices as soon as possible (approximately 30 days).

Please make sure that you provide us with material in the preferred colors and highest quality (i.e. logos, pictures, etc.). For color photos send a 3x5 or 4x6 print. Photos in color catalogues are acceptable, but not quite as good as the original prints.

It is extremely important that you send all of your material at one time. If your company has a specific layout or color scheme, these must be specified prior to development (see web input form page1).

We are always willing to help enhance your Web Site with minimal cost upgrades such as additional pages, graphics or animation. We can assist also with other services such as E-Commerce, search engine placement, credit card on-line, secured servers, shopping carts, co-location, telecom services or any number of innovations which will help to make your Web Site profitable. *You may also gain access to your site to do your own modifications.

If you have any questions regarding Web Site enhancements, please call 1-877-630-0504- and they will be happy to assist you or help you to gain your own site access. See our web site for help: www.dmwnet.com

6 PAGE DESIGNER BUSINESS WEB SITE	
INCLUDES	
<ul style="list-style-type: none"> • DOMAIN NAME REGISTRATION • 6 PAGES OF TEXT & GRAPHICS 	<ul style="list-style-type: none"> • 750 MEGS HARD DRIVE SPACE • Search Engine Submissions
DESIGNER PLEASE PREPARE SITE AS INDICATED BELOW:	
<ul style="list-style-type: none"> • HOME PAGE-Containing Client supplied materials: COMPANY LOGO, and or Photo and/or Slogan • About Us Page with Co info as supplied on following pages + photo/graphic • Staff Page with Co info as supplied on following pages + photo/graphic 	<ul style="list-style-type: none"> • 2 Service or Product Pages with Co info as supplied on following pages+ photo/graphic on each • CONTACT/REPLY FORM PAGE as on form included (Fields: COMPANY NAME – CONTACT NAME E-MAIL ADDRESS- PHONE=FAX-REGARDING/COMMENTS)

Web Site Preparation Form

Please complete this form, as you want it to appear on your web site.

It will appear as your Contact Information:

COMPANY INFORMATION		
CoNAME	_____	
ADDRESS	_____	County: _____
CITY	STATE	ZIP
_____	_____	_____
PHONE ()	TOLL FREE ()	_____
_____	_____	_____
FAX ()	TOLL FREE ()	_____
_____	_____	_____
Prepared/Ok'd by:	(Signature) _____	

Domain Name: _____

Second Domain Name: _____ (Linked to first ___ yes ___ no)

Third Domain Name: _____ (Linked to first ___ yes ___ no)

SEARCH ENGINE LISTING

You purchased the search engine option, so please complete 1-3 below. These items will be submitted to the search engines relevant to your company and business type

1. The type/category of business we are involved in is (legal services retail clothing, etc):

2. 10-12 key words or phrases describing your business, starting with the most important, and ending with the least important. In other words what words would someone use to lookup your company or the services/products you sell, using a search engine:

3. Please provide a 70 character (about 12 words) description of your company for the search engines. E.G. "ABC Clothing is a retail clothing store with fashion clothes for tall men"

EMAIL INFORMATION:

Your site comes with Email POP3 accounts and Email forwarding. Your Email address consists of a prefix, plus @, plus your domain name. Examples of Email Addresses would be: *admin@dmwnet.com, info@mybusiness.com, sales@ibm.net* Your Domain Name has already been chosen. To determine your Email Address, just select your preferred prefix. admin@__ info@__ sales@__ support@__ other:_____

Unless you have special Email software, for example (Outlook) you will need "Email forwarding", which means that you must have an email account with your ISP with an existing email address. Please list below your existing Email address so that we can "forward" your web site email to it.

We will set up emails for you free, you may also set up emails yourself free by gaining access to your sites administration panel.

<u>Address</u>	<u>Forwarded to (leave blank if no forwarding wanted)</u>

Special Materials for the Web Site:

Graphics are photos, drawings, or logos. They should be furnished on laser print, add slicks, photos, magazine or color catalogues, which we can scan; or as original electronic graphic files in one of these formats: jpg, tif, bmp, pcx, eps, cpt, fpx, psd, img, png, or included in a Word Processing file, in MS Word or Word Perfect or MS Publisher. If you do not have graphics in this condition we can supply graphics from our clipart/photo/animation collection.

Text is content. Text Files must be either plain text (ASCII), RTF (rich text format), RFT, Ami Pro, MSWord, Word Perfect, MS Publisher (pub), or EPS (encapsulated post script). Graphics files must be either JPG, GIF, CPT (Corel Photo Paint), BMP (Bitmap), TIF, PCX, PNG, or Adobe Photoshop (PSD). However Emailed files should be sent as gif or jpg or zipped to compress them. Send large files by logging onto the support page of our website and uploading them directly to the server.

Tell us what special materials you want in your web and how you are supplying them (email, floppy disk, slick, etc. Be specific, label the items on the back or with a post it note.

I want these special materials in my web:

1. Logo
 - A. I am furnishing the logo as _____
 - B. I want you to do a logo with following letters or words:

2. Other/General Comments _____

**1. CONTACT/REPLY FORM (Example)
please do not fill out this form**

This form is an example of the information that will be filled out by those visiting your web site who want more information of some type about your company. Results will be Emailed to your Email address. The standard form is furnished below. Your co name, address, phone & Email as provided on page 1 are listed above this form on the same page. If you wish specific order forms or other types of forms instead of or in addition to this form, send us the form and we will create an online form for it. Custom forms start at \$150. Each.

Your Company address and phone number will be inserted above form

Contact Us/Feedback Form

Please Help us to better serve you by completing this form. We appreciate your comments and will give special attention to your response.

<i>First name</i>	
<i>Last name</i>	
<i>Title</i>	
<i>Organization</i>	
<i>Street address</i>	
<i>Address (cont.)</i>	
<i>City</i>	
<i>State/Province</i>	
<i>Zip/Postal code</i>	
<i>Country</i>	
<i>Work Phone</i>	
<i>FAX</i>	
<i>E-mail</i>	
<i>URL</i>	

Please tell us what you would like, and/or add any comments here:

Fields can be added as fill in (like the above), check boxes (yes or no), buttons (yes or no), or scroll down choices.

I do not want the following above fields:

I want to add these fields

I am including an additional form I want you to add (starting at \$150 each):

instead of the above in addition to the above. Identify the form and placement:

2. Home Page Input Form:

(The home page should be very brief and only half a page in length. It should have only a few small graphics, maybe a Co. Logo and a photo or animated gif, so it loads rapidly on other people's computers over the internet. It also contains all the hyperlinks to your other pages. It is like the front of your office or home.

Put a check by each of the following that you want on your home page. file name = write name of file with relevant info, e.g. myhomepage.doc):

- 1. Logo
 - a. Motto (write below if checked):

- 2. Photo or Graphics
 - a. As furnished on disk: _____ from Email: _____, file name: _____
 - b. As hardcopy labeled on back: _____

- 3. Other material as noted below and:
 - a. As furnished on disk: _____ from Email: _____, file name: _____
 - b. As hardcopy labeled on back: _____

- 4. My company has the following special colors I would like used
 - a. On the home page I want _____
 - b. On my logo I want _____
 - c. Other _____

- 5. Special instructions:

3. About Us Page Input Form:

Name of Page: (because navigation buttons are limited to two words, 12 characters or less)

About Us:___ Other:_____

On this page I want the following:

1. ___ Logo

a. As furnished on disk:_____ from Email:____, file name: _____

b. ___ as hardcopy labeled on back with ID #: _____

2. ___ Motto

a. As furnished on disk: _____ from Email:____ file name: _____

b. ___ as hardcopy labeled on back with ID #: _____

c. ___ As written below:

3. ___ Photo or Graphics

a. ___ As furnished on disk file name _____

b. ___ As hardcopy labeled on back: _____

4. ___ Other material as noted below and:

a. ___ As furnished on disk, file name: _____

b. ___ As hardcopy labeled on back: _____

5. Provide in 400 words or less information regarding your products or services in general.

This is the section where a visitor to you web site will learn more about your firm, its years in business, awards, affiliations, etc.

a. ___ As furnished on disk, file name: _____

b. ___ As hardcopy labeled on top/back: _____

6. ___ Special instructions:

4. Staff Page Input Form:

Name of Page: (because navigation buttons are limited to two words, 12 characters or less)

About Us:___ Other:_____

On this page I want the following:

1. ___ Logo

a. As furnished on disk:_____ from Email:____, file name: _____

b. ___ as hardcopy labeled on back with ID #: _____

2. ___ Motto

c. As furnished on disk: _____ from Email:____, file name: _____

d. ___ as hardcopy labeled on back with ID #: _____

e. ___ As written below:

3. ___ Photo or Graphics

f. ___ As furnished on disk, file name: _____

g. ___ As hardcopy labeled on back: _____

4. ___ Other material as noted below and:

h. ___ As furnished on disk, file name: _____

i. ___ As hardcopy labeled on back: _____

5. Provide in 400 words or less information regarding your staff. This is the section where a visitor to you web site will learn more about your staff, their specialties, years in business, awards, affiliations, etc.

j. ___ As furnished on disk, file name: _____

k. ___ As hardcopy labeled on top/back: _____

6. ___ Special instructions:

5. Products/Services Page 1 Input Form:

Name of Page (because navigation buttons are limited to two words, 12 characters or less)

Products:___ Other:_____

On my This Page I want the following:

1. ___ Logo
 - a. As furnished on disk:_____ from Email:____, file name: _____
 - b. ___ as hardcopy labeled on back with ID #: _____

 2. ___ Motto
 - a. As furnished on disk: _____ from Email:____, file name: _____
 - b. ___ as hardcopy labeled on back with ID #: _____
 - c. ___ As written below:

 3. ___ Photo or Graphics
 - a. ___ As furnished on disk, file name: _____
 - b. ___ As hardcopy labeled on back: _____

 4. ___ Other material as noted below and:
 - a. ___ As furnished on disk, file name: _____
 - b. ___ As hardcopy labeled on back: _____

 5. Provide in 400 words or less information regarding your company's products or services. This is the section where a visitor to you web site will learn more about your products and services, etc. If you are a restaurant this can be your menu; a jeweler, some of your jewelry, etc.
 - a. ___ As furnished on disk, file name: _____
 - b. ___ As hardcopy labeled on top/back: _____

 6. If this page contains links to one or more other products pages, list either the categories or the product names to link to:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____

 7. ___ Special instructions:

-
-

6. Products/Services Page 1 Input Form:

Name of Page: Two words, 12 characters or less)

Other: _____

On my This Page I want the following:

1. ___ Logo

a. As furnished on disk:_____ from Email:____, file name: _____

b. ___ as hardcopy labeled on back with ID #: _____

2. ___ Motto

a. As furnished on disk: _____ from Email:____, file name: _____

b. ___ as hardcopy labeled on back with ID #: _____

c. ___ As written below:

3. ___ Photo or Graphics

a. ___ As furnished on disk, file name: _____

b. ___ As hardcopy labeled on back: _____

4. ___ Other material as noted below and:

a. ___ As furnished on disk, file name: _____

b. ___ As hardcopy labeled on back: _____

5. Provide in 400 words or less information regarding your company's products or services. This is the section where a visitor to you web site will learn more about your products and services, etc. If you are a restaurant this can be your menu; a jeweler, some of your jewelry, etc.

a. ___ As furnished on disk, file name: _____

b. ___ As hardcopy labeled on top/back: _____

6. If this page contains links to one or more other products pages, list either the categories or the product names to link to:

a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

7. ___ Special instructions:

