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### 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	
<b>Co. NAME</b>	_____
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**

If you purchased the search engine option 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 Unlimited 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 use Email software, for example (Outlook or Pegasus) 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 set up Emails for you free**, you may set up others yourself free by gaining access to your sites administration panel. If you wish us to add additional Emails for you, enter them here:

<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. Graphics are included in your web site free. If these are not 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, there may be additional processing fees. If you do not have graphics in this condition we can create custom logos and we can supply graphics from our clipart/photo/animation collection for an additional nominal fee.

**Text** is content. Text can be furnished in clean printed copy, on disk, or emailed to us. 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 on PC Format Zip or 3.5 inch HD Disk.

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 create a logo with following letters or words:  
\_\_\_\_\_  
\_\_\_\_\_

2. Other/General Comments  
\_\_\_\_\_

**1. CONTACT/REPLY FORM**

**DO NOT FILL OUT THIS FORM. IT IS AN EXAMPLE OF THE FORM THAT WILL BE USED ON YOUR WEBSITE.**

*This form 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 chosen 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 custom order forms or other types of forms instead of or in addition to this form, additional fees are incurred. Send us the form example and we will create a custom online form for you. Custom forms start at \$125.00 each.*

Company address and phone number appears above this form  
on the Contact Us Web Page

<b>Contact Us/Feedback Form</b>	
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 approve the above form and fields.

I do not want the above fields.

I want to add these fields.

I am including an additional form I want you to add ( starting at \$125 each):

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

\_\_\_\_\_

## Home Page Input Form

The home page should be very brief and only half a page in length. It should have a few graphics, such as 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):

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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:

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## About Us Page Input Form

Name of Page: (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 information regarding your Company. 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:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 
-

## E-COMMERCE PRODUCT INFORMATION SHEET

This form is for us to understand what you are selling through your website. Please fill out the form on the second page completely. Describe the product, create a product ID, give a general but brief description, the colors, the weight, and the cost per item. Once you have completed filling out the information for each one of your products, choose the shipping method below.

### Directions for filling out the E-Commerce Form.

Please fill in the boxes provided, fill out everything that is necessary. Describe your products as you would like to see them on your website. Please choose your shipping method. With your shopping cart, there are 4 shipping methods. They are titled below; choose the one you want by putting an "X" to the left.

- 1. UPS online shipping calculation** - This method will configure the shipping for your product anywhere in the United States and Canada. It will process the UPS prices for the product you are selling.
- 2. Minimum or Weight Shipment** - This method allows you to put a minimum shipping price on your product. If a customer should order more than expected, your shipping price will remain the same.
- 3. Flat Rate Shipping** - This method will give you one flat rate on shipping for all products
- 4. Base + Weight Shipping,** - This method will allow you to start shipping with a flat fee, and add shipping prices pertaining to the weight of the product calculated by percent.

### Other important information:

1. Your Business Name \_\_\_\_\_
2. Your E-mail Address: \_\_\_\_\_
3. Your Street Address: \_\_\_\_\_
4. Your City, State, Zip: \_\_\_\_\_
5. Your Phone Number: \_\_\_\_\_
6. Your Fax Number: \_\_\_\_\_
7. Shipping & Handling Charge Option (**please choose one**):  
 Individual  Percentage of Sale  Number of Items  Individual Shipping.
8. Shipping Percentage (only if "percentage of sale" option is selected):  
\_\_\_\_\_
9. Shipping on First Item (only if "number of items" option is selected):  
\_\_\_\_\_
10. Shipping on Each Additional Item (only if "number of items" option is selected):  
\_\_\_\_\_
11. Minimum Shipping Charge: \_\_\_\_\_

12. Overnight Shipping Surcharge (Leave it blank if you do not offer overnight shipping):

\_\_\_\_\_

13. Overseas Shipping Surcharge: \_\_\_\_\_

14. State in Which You Charge Sales Tax: \_\_\_\_\_

15. State Sales Tax Rate: \_\_\_\_\_

16. Payment Methods You Accept: \_\_\_\_\_

17. Authorize.Net User ID:

18. Refund Policy (State your refund policy. This will be used on your main page and customer receipt.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

19. Price Discounts: \_\_\_\_\_

Remember; the look of your shopping cart will coincide with the look of your website.

In some states, only products are taxable and services are not. Make sure to find out if and what you are selling is taxable.

Please make copies of this form and submit with each product.

Product # _____	Item Name: _____	Price: \$ _____
Category it is in: _____	Weight: _____	
Attributes of product: _____		
Description:		
_____		
_____		
_____		

Please make copies of this form and submit with each product up to 15 products

Product # _____	Item Name: _____	Price: \$ _____
Category it is in: _____	Weight: _____	
Attributes of product: _____		
Description:		
_____		
_____		
_____		

Please make copies of this form and submit with each product up to 15 products

Product # _____	Item Name: _____	Price: \$ _____
Category it is in: _____	Weight: _____	
Attributes of product: _____		
Description:		
_____		
_____		
_____		