



Welcome to Gold Coast Digital! You have taken the first step in creating a Beautiful online presence for your businesses.

As the old adage goes “a workman is only as good as his tools” Therefore in order for us to build a great looking professional website we have a small checklist that needs to be completed prior to commencement, this means the project runs smoothly and looks great.

After many years of building websites, the main issues we come across is client supplied images so please go through and tick the following so we can make your site look beautiful.

### **Images**

Do you have good quality images, we need at least 4-6 good large images for the home page of your website, usually around a minimum of 1000PX X 1000PX, the rest can be small but will be used as smaller images in the gallery of your site. Are the grainy, are they bad quality, we can only do so much in photoshop, and our hourly rate is \$50 per hour so we don't want to be spending your money editing images, that shouldn't be used. Less is best. When it comes to Quality

**Yes/No (Please Circle)**

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### **Content – Text**

We need to know what you do! Simple, we can of course take copy from your current site and are even happy to include in the quote copy writing, however if you are selling or supplying a very complex service, we will need assistance.

**Yes/No (Please Circle)**

### **Branding**

Really important for any businesses, do you have a logo? If so, do you have the logo files we can use? If not or indeed you don't have a logo, we can of course design one for you at a cost.

**Yes/No (Please Circle)**

### **Your Knowledge**

We are the experts we understand this we build all our sites on WordPress which is super easy to use and we will show you how this works, however if your talents lay elsewhere, and wish us to continue to update your site, then bear in mind the cost will be there.

**Yes/No (Please Circle) - I understand**

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### **Type of project**

Is your website a simple website that is simply showcasing your service, or are you indeed selling a product that requires shipping or client searching, we can handle all of this for you, however if your talents lay elsewhere bear in mind it may cost a lot more if the site needs to be managed by us.

**Yes/No (Please Circle) - I understand**

**On a scale of 1-10 How Computer Savvy are you \_\_\_\_\_**

### **Costs**

We will always be clear and never engage or spend money without your approval, we want you to be happy and feel value for money, that's why we request this pre sign up questionnaire is completed. Our hourly rate is \$50, an unless is an error with our coding we will quote you before any future work. We are very fair and will never over charge.

**Yes/No (Please Circle) - I understand**

**Name \_\_\_\_\_**

**Company \_\_\_\_\_**

**Date \_\_\_\_\_**

**Welcome to Gold Coast Digital!**

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