

## Request for Proposal Document

I've put this Request for Proposal Document to help communicate the vision of your project to me. The more information I receive, the better I can respond with a timely proposal. If you could answer all of the questions as much as you can and skip any that do not relate to your project.

Once you have filled in all of the questions, please email it to [YOUR EMAIL ADDRESS] and I'll put together a proposal for the project. Please expect this to take up to 5 days.

### The Basics

<i>First Name</i>	<i>Last Name</i>
<i>Company Name</i>	<i>Telephone</i>
<i>Website: (If you have one)</i>	<i>Timezone: (for international clients)</i>
<i>Preferred Contact Method (Tel/Email)</i>	<i>Deadline of Project (DD/MM/YYYY)</i>

## Your Project

Do you want a new website or have your current website redesigned? Let me know why.

Who will be responsible for maintaining the website?

Who is going to be the main audience of your new website?

Please provide information like (Sex/Age/Interests)

How will you measure the success of your new website or website re-design?

Are there any websites at the moment that you like? Please list as many as possible so I can see what kind of style you like.

## Your Company

Describe your company and your company ethos. Explain to me what product or service you do/will provide.

Do you already have a company logo, marketing materials and stationery? If so, can you send me some photos or samples to get a feel of your brand?

Everyone has competitors, who are yours? (Please add their websites if applicable).

How do your company and your competitors differ?

## Your Budget

What is your budget for the project?

*We don't like to trick people; we genuinely need to know, as it will enable us to tell you the best method for delivering your project. To help, we see £X'XXX being the minimum budget for X type of project.*

## **Your Current Media/Content**

Do you have up to date photography that you would like to use on your new website?

Do you have any other media you would like on the new website?  
Music/Video or Animations?

Do you have new content ready for your new website or will you be using existing content?

Thanks for filling in the Request for Proposal Document, if you can have another look through to make sure nothing has been missed or in case you need to add anything extra in. You can then email the document to [YOUR EMAIL ADDRESS]. If you've printed the document and written the answers you can always send it via snail mail to the address on my website.