**Website Request Questionnaire**

Universal One Publishing is on a mission to help thousands of nonprofits, small businesses, and community organizations develop an online presence. Please complete this questionnaire as it will assist us in determining your website needs. Take your time to think through your answers and when you are ready, visit our Website Request page at www.universalonepublishing.com/website-request to submit your responses. You can upload this document and all other documents related to your website. Include photos, graphics, logos, text, etc.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| First Name |  | Last Name |

|  |
| --- |
|  |
| Email |

* 1. What type of website would you like us to build for you?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | |  | |  |
|  | |  | |  | |

* 1. What is the name of this website?

|  |
| --- |
|  |

* 1. What is the goal of this website?

|  |
| --- |
|  |

* 1. Who is your target audience?

|  |
| --- |
|  |

* 1. Do you have an existing website? What is the URL (www.mywebsitename.com)? What do you like or dislike about it?

|  |
| --- |
|  |

* 1. Do you have social media pages (i.e. – Facebook, LinkedIn, Instagram, etc.)? If so, provide links.

|  |
| --- |
|  |

* 1. Let us know what websites you like. List 2-3 URLs (www.xxxxx.com) of websites you like and why you like them.

|  |
| --- |
|  |

* 1. What pages and features do you need on your website? (i.e. – about us, contact us, events, services, products, donation, events, gallery, scheduling, etc.)

|  |
| --- |
|  |

* 1. What content would you like to appear on your website? Type it here or upload text documents and images using the "Attach Files" link below.

|  |  |
| --- | --- |
| Homepage |  |
| About Us page |  |
| Contact Us page |  |
| Services page |  |
| Other |  |
| Other |  |

* 1. What contact information would you like to provide t? (phone, email, address, map, business hours, etc.)

|  |
| --- |
|  |

* 1. What other information would you like us to know? Do you need any specific pages?

|  |
| --- |
|  |

* 1. How did you hear about us?

|  |
| --- |
|  |

If you have completed this document:

* Gather all of your website files (logo, images, text content, brochures, etc.).
* Visit <https://universalonepublishing.com/website-request>, enter your name and email on the form, then upload this completed document and all of your website files. You can upload this document instead of completing the entire online form.