Website Design Services Evaluation Form

This form provides a structured approach for business owners to gather and compare information from website design service providers, facilitating the selection of the most suitable partner for their website development needs.

Business Name:
Contact Person:
Email:
Phone Number:
Website (if applicable):

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1. Business Overview:
   - Describe your business and industry:
   - What are your primary products/services?

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2. Current Website Status (if applicable):
   - URL of current website:
   - What platform/CMS is your current website built on?

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3. Goals and Objectives:
   - What are your main goals for the new website?
   - List specific objectives (e.g., increase online sales, improve user experience, enhance brand identity):

4.Target Audience:
   - Describe your target audience (demographics, interests, behavior):

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5. Design Preferences:
   - Describe the desired look and feel of your new website (e.g., modern, corporate, minimalist):
   - Any specific colors, fonts, or branding guidelines to be followed?

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6. Functionality Requirements:
   - Essential features needed (e.g., e-commerce functionality, contact forms, blog):
   - Any specific integrations or third-party tools required?

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7. Content Requirements:
   - Will you provide all content (text, images, videos) or need assistance with content creation?
   - Estimated number of pages needed:

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8. Budget and Timeline:
   - Budget range for website design services:
   - Desired timeline for project completion:

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9. Additional Considerations:
   - Any other considerations or specific requirements not covered above?

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10. Evaluation Criteria:
    - What factors are most important to you in selecting a website design service? (e.g., experience, portfolio, pricing):

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11. Questions for Service Providers:
    - List any specific questions you have for potential website design service providers:

12.Preferred Communication:
    - How would you prefer to communicate with service providers? (e.g., email, phone calls, virtual meetings):

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13. Submission and Review:
    - Deadline for submissions:

- Who will review the proposals and make the final decision?

Notes for Using the Form:

Customization: Modify the template to fit your specific business needs and preferences.

Research: Research potential service providers and tailor your questions accordingly.

Comparison: Evaluate responses based on your criteria and make an informed decision.

Communication: Clearly communicate your expectations and requirements to ensure alignment with service providers.