Client Information and Materials for A Web Design Project

When a client orders a website design, they need to provide the following information and materials to ensure the project runs smoothly. Please note that Information may vary depending on client's project.

1. **Project Goals**

   - Clear objectives for the website (e.g., selling my products online, showcase my services, my portfolio etc....)

2. **Business Information**

   - Company name, address, and contact details

   - A brief overview of the business, including its mission, vision, and values.

3. **Hosting and Domain Information**

   - Domain name details

   - Hosting provider information and access credentials

4. **Content**

   - Text content for all pages (home, about, services, contact, etc.).

   - High-quality images and videos, including product photos, team photos, and any other visual assets (where applicable).

   - Logo and favicon in high resolution.

5. **Functional Requirements**

   - A list of required features (e.g., contact forms, e-commerce functionality, blogs, booking systems).

   - Any third-party integrations (e.g., social media pages, payment gateways etc....).

6. **Design Preferences**

   - Preferred color schemes, fonts, and any specific design elements or styles.
   - Any website URL that can serve as benchmark.

7. **Legal Requirements**

   - Privacy policy, terms of service, and any other legal documents that need to be

   included.

NB: In case you do not have any of the above-mentioned documents, we can use a generic one, but we will not be responsible for any dispute that it might cause with any client in future business transactions. We always advise our clients to seek legal advice in that regard.

8. **Sitemap and Navigation**

   - A detailed sitemap outlining the structure of the website and the hierarchy of

   pages.

   - Navigation preferences and any specific user journey considerations.

9. **Budget and Timeline**

   - Budget constraints and preferred payment terms.

   - Desired timeline for the project and any critical deadlines.

By providing this information upfront, clients can help ensure that the website design process is efficient, aligned with their vision, and meets their business goals.

NB: This list is not exhaustive, and information may vary depending on the project.