

Company Name

This is the company name of the client.

Client's First Name

For any communication our team has with your client, what is the first name of the individual that will be involved throughout this process?

Client's Phone Number

Area Code

Phone Number

Client's Email Address

If we send automated updates on the progress of this project, which email should be notified?

example@example.com

Your Email Address (EMG Team Member)

Which Account Executive or Digital Strategist is responsible for managing this project?

example@example.com

Digital Product Options

Choose the main category for the digital product that has been sold or needs maintenance. Website options below includes maintenance requests, inbound websites, and custom websites. Marketing option below includes digital marketing maintenance requests, inbound marketing, custom digital marketing, and email campaigns.

 Website Marketing

Website Options

!!!!REVIEW MANAGEMENT AND TRIAL LOGIN ARE NOT CURRENTLY CONFIGURED!!!!

Website Maintenance

Custom Website

Essential Website

Custom Wordpress Website

AE Only: How many words of content did this customer purchase?

500 words

1,000 words

2,000 words

3,000 words

Other (type amount here)

Why did you start your business?

Why did you or the founder of your business first get started? What problem was your business established to solve?

What year did you open?

Do you have a slogan?

What does your typical customer look like?

Age, Gender, Lifestyle, Etc.

Why do those customers choose you?

Do your customers shop in store or make appointments?

If they make appointments, how do they make them? Call? Email? Contact form?

What three questions do you hear most from your customers?

Also, what are the answers to those questions?

Question 1

Answer 1

Question 2

Answer 2

Question 3

Answer 3

Who are your top competitors?

If you didn't exist, who would your customers turn to?

What are your main products and services?

List the number 1 product/service first.

Product/Service 1

Product/Service 2

Product/Service 3

Do you run any ongoing specials?

What are your current specials?

Why should your customers buy **NOW**?

Are you a part of any associations or organizations?

Please list them below.

Customer Testimonial #1

We will pull from Facebook and Google, you can provide final approval.

Customer Testimonial #2

You can copy and paste these from Google or Facebook. If neither option is available, then the customer needs to provide.

Customer Testimonial #3

You can copy and paste these from Google or Facebook. If neither option is available, then the customer needs to provide.

Do you have one location or multiple locations?

 One location Multiple locations

Where are you located?

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Starting with the main address, please provide the addresses and phone numbers for all of your locations. Separate each address with a return.

Which phone number do you want listed on your website?

Area Code

Phone Number

What are your hours?

What payment options do you offer?

Cash, check, PayPal, etc. Please list all of them below.

Which email(s) should be linked to contact forms?

When a visitor to your website fills out a form, where should the form be emailed?

Have you claimed your facebook page?

If so, please list the facebook page URL below.

What other forms of social media are you active on?

<input type="checkbox"/> Twitter	<input type="checkbox"/> Yelp!	<input type="checkbox"/> Instagram
<input type="checkbox"/> Snapchat	<input type="checkbox"/> YouTube	<input type="checkbox"/> TripAdvisor
<input type="checkbox"/> LinkedIn	<input type="checkbox"/> Vimeo	<input type="checkbox"/> Pinterest

Do you already have a logo?

If so then please provide it on the next step.

YES	NO
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What do you want on your site that we have not addressed so far?



Credit Card Authorization Form for Websites

Please complete all fields. You may cancel this authorization at any time by contacting us.
This authorization will remain in effect until canceled.

Date _____

Business Name _____

Billing Email Address _____

Billing Phone Number _____

Credit Card Information	
Card Type:	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover <input type="checkbox"/> AMEX <input type="checkbox"/> Other
Cardholder Name (as shown on card):	
Card Number:	
Expiration Date (mm/yy):	CVC:
Billing Address:	

Website Design and Development \$ _____

Monthly Subscription \$ _____

I, _____, authorize Exchange Media Group to charge my credit card for my website design immediately in order to begin work and my website subscription 14 days from this agreement. I understand that my information will be saved to file for future transactions on my account.

Customer Signature

Date

PHONE

(800) 247-7318

WEB

Exchange-Inc.com

ADDRESS

404 Main Ave S, Fayetteville, TN 37334