the **web pro**
Professional web services for business.

Date _____

Questions to ask a new client:

1. Do you have specific **plans** for your new website in terms of what it should offer?

2. Do you have any websites that match the **style** or functionality of what you'd like your new site to have?

3. Can you tell me about your **company** and how you would like to portray it on the web?

4. Tell me about your **competitors** and what sets your company apart from them?

5. What is the **timeframe** of your project?

6. Do you have a specific **budget** set aside for this project?

7. Do you want a **Management System** installed to update the website on your own?

Sent ballbark figure on _____

Sent full quote on _____

Quote follow-up on _____