## *Website Brief*



**Client:**

**Email:**

**Contact:**

# Introduction

Thank you for choosing Monkybomb Studios for your website we look forward to ensuring that your project is managed professionally with great service too.

The first and most important step in the process is for you to go through this document and fill in all the information that you would like to appear on your website, think of it like the framework, we then take what you have given us and create your website.

# Steps

Functionality

1. Choose domain name (web address)
2. Provide required email addresses (up to 10)
3. Choose whether to host with us or use your own hosting solution
4. Thoughts and ideas on custom functions

Design Elements

1. Logo
2. Examples of other websites you like
3. Colours and layout

Content

1. Adding the Information you require on each of the individual pages of your website including the pictures to be used.
2. Photo/Video galleries
3. Contact information for contact form on website
4. Any Downloadable files/documents

Search Engine Optimisation (SEO)

1. List 10 keywords associated with your business

Social Media

1. Provide links to your Facebook, twitter, YouTube etc. accounts

# Functionality

This is all about getting the basics in place to get the design process started.

## Choose your domain name :

 Eg. [www.cretepave.co.za](http://www.cretepave.co.za)

(You can check the availability of your name by going to [www.whois.co.za](http://www.whois.co.za))

Domain name choice 1:

Domain name alternative:

## Choose email addresses (up to 10) :

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

## Custom functionality:

Please provide us with any special needs or functions you would like your website to perform below:

# Design Elements

This is where we get an idea of what you would like to present to the world, including your colour scheme, logos, and design layout for your website.

## Logo

(Please paste a copy of your logo in the empty space below, if you don’t have a logo yet, speak to us to help you design one)

## Examples of websites

(Please provide us with some websites you have seen and liked and we can utilise the best elements to achieve your goal)

1.

2.

3.

4.

5.

## Colours and Layout

1. Provide 3 colours you favour
2. Layout

Please provide us with any custom layout options you would like implemented eg. Search bars, newsfeeds, subscribe buttons, flash banners etc. below:

# Content

## Page 1 (eg. home)

## PAge 2

## Page 3

## page 5

## page 6 (photo Gallery)

*Please add your photos in the space below or as an attachment in an email to us, along with your briefing document.*

## page 7 (Testimonials)

*(Please provide us with any testimonials and positive feedback you have received from your clients below or send us the email conversations or scanned letters)*

## Page 8 (Contact us)

*(please fill in contact details below)*

1. Company name:
2. Contact person:
3. Contact landline number
4. Contact Cell:
5. Contact email:
6. Any additional contact form response actions you may require please fill in below

## Provide any downloadable content

*(Eg. Videos, Pdfs, Apps etc., in an attachment to our email address)*

# Search Engine Optimisation

*Please enter ten relevant search keywords for your business for example if you are a builder they could be, bricks, cement, home, renovations, construction etc.*

# Social Media

*Please enter the addresses of your various social media platforms and pages, if you don’t have any setup yet please speak to us about initial setup and monthly management costs.*

1. Facebook account::
2. Twitter Account:
3. Google plus account:
4. YouTube account:
5. Soundcloud account:

*And that’s it!*

*Thank you again for choosing us for your web design needs, email this completed briefing document back to us, and we will get your project started.*