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Client Needs Assessment Checklist | New Website

Thank you for considering Central Software Systems for your website needs. To better understand your requirements and design a website that aligns with your goals, please provide us with the following information:

Business Overview:

What is the nature of your business?

What products or services do you offer?

Who is your target audience or customer base?

Website Objectives:

What are the primary goals you want to achieve with your website?

Do you want to generate leads, sell products, provide information, or build brand awareness?

Design Preferences:

Do you have any specific design preferences or branding guidelines we should follow?

Are there any websites you admire or competitors' websites you would like to reference?

Website Features and Functionality:

What key features and functionality do you require on your website? (e.g., contact forms, e-commerce, blog, portfolio, social media integration)

Do you need any special functionality unique to your business?



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Content and Pages:

What pages do you envision on your website? (e.g., Home, About Us, Services, Products, Testimonials, Contact)

Do you have the content ready for these pages, or will you need assistance with content creation?

Targeted Keywords:

Are there any specific keywords or phrases you would like to target for search engine optimization?

Are there any specific locations or regions you want to focus on?

Mobile Optimization:

Is mobile responsiveness important to you? Do you want your website to be optimized for mobile devices?

Competitor Analysis:

Are there any competitors' websites you would like us to review? What do you like or dislike about their websites?

Timeline and Budget:

Do you have a specific timeline for the website development and launch?

Do you have a budget range in mind for the project?



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Additional Requirements:

Is there any additional information or specific requirements you would like to share with us?

Thank you for taking the time to provide us with this information. It will greatly assist us in creating a website that fulfills your needs and exceeds your expectations. We look forward to working with you to build a powerful online presence for your business.

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