



Computer Systems Advisers, LLC

Website Design and Hosting

Unlocking Potential Since 1992

www.csawebs.com



New Client Questionnaire - Realty

Date _____

Domain Name(s): _____

Do you want additional Domain Names Yes No

(useful to verify marketing techniques, point newspaper ads to one site, Craigslist to another)

what names would you like, if available _____

Company Name (Legal) _____

Company Name (Branding) _____

Company Tag Line: _____

Company Phone Number _____

Company Fax Number _____

Address: _____

Primary Contact _____

Email Address _____

Phone (Office) _____ (Cell) _____

Secondary Contact _____

Email Address _____

Phone (Office) _____ (Cell) _____

Billing Contact _____

Email Address _____

Department _____

Address _____

Phone (Office) _____ (Cell) _____

Business hours of operation (store hours / when phones will be answered, if relevant)

- Monday _____ - _____
- Tuesday _____ - _____
- Wednesday _____ - _____
- Thursday _____ - _____
- Friday _____ - _____
- Saturday _____ - _____
- Sunday _____ - _____

List 5 Adjectives that describe your company in order of importance

- How many listings do you usually have _____
 - Less than 20 you don't need a search
- Does your business have a Social Media account
 - Facebook (web address) _____
 - Twitter (account name) _____
 - Other _____
- What type of email accounts do you have
 - Microsoft Outlook
 - Web based (log into a server, i.e. mail.domain_name.com)
- How many email accounts do you have/need _____/_____
- Do you want your website to contain Testimonials Yes No
- Do you use MLS IDX?

- Who will be updating the listings on this website
 - CSA (there is a per listing charge) Use automation tools (additional \$)
 - Someone from your company
 - Name: _____
 - Email Address _____
 - Phone (Office) _____ (Cell) _____

- Does your company have standards for
 - Fonts (list font names, sizes) _____
 - Colors (if possible list Hex Numbers for colors) _____
 - Graphics _____
 - Logo _____

- What features would you like to have/must have
 - / Custom Search (not needed with less than 20 listings)
 - / Property Page with list of features and pictures
 - / Contact Form / Property of the week / Google Maps
 - / Calendar / Forums / Newsletters
 - / Other _____

- Does your company have a slogan or a tagline

- Describe your company in a few sentences (could be used on the home page)

- Do you have a budget you are trying to meet? \$ _____

Who is the decision maker _____

Will any others be involved with the website Yes No

Name _____

Email Address _____

Phone (Office) _____ (Cell) _____

What are their roles _____

What is your deadline for completing the site _____

What are other websites that you like/what do you like about them

What don't you like about your current website

What do you like about your current website

Describe your average client

If you were using a search engine, what words or phrases would you use to find your website?

- Which of these words or phrases are most important? Second? Third?

- Other than Search Engines how else do you promote your website

(Newspaper, flyers, etc) _____

- What are the names of your competitors/website addresses

- Who is your current Hosting Company

- Do you have the ID/PW to your current website Hosting location? Yes No

If not, who does (I will get the ID/PW later)

- How do people find your current website

- What bothers you the most about websites

Additional information (anything that might affect your website or email, including a desired payment plan)
