

Website Project Intake

Tell me about your project. The more detail you give me, the closer I get on the first draft.

Click any box and type. Save the file when you finish, then email it back to me (instructions on the last page).

1 Your Business

Business / organization name *

Contact name *

Best email *

Phone

Industry / niche

Current website (if any)

2 Project Scope

What are you looking to build? *

- ☐ New site: I don't have one yet
- ☐ Complete redesign of an existing site
- ☐ Partial rework: specific pages or sections only
- ☐ Ongoing edits or maintenance to an existing site

If partial, which pages or sections need work?

Pages you'll need (check all that apply)

- | | | |
|-----------------------------------|---------------------------------------|---|
| ☐ Home | ☐ About | ☐ Services |
| ☐ Products | ☐ Pricing | ☐ Gallery / Portfolio |
| ☐ Blog | ☐ Contact | ☐ Booking / Scheduling |
| ☐ FAQ | ☐ Testimonials | ☐ Careers |

Anything else the site needs to do?

Booking, e-commerce, forms, login area, etc.

3 Design Style & Inspiration

Overall feel (check all that apply)

- | | | |
|---|--|---|
| ☐ Clean & minimal | ☐ Bold & modern | ☐ Warm & rustic |
| ☐ Luxury / upscale | ☐ Playful / fun | ☐ Corporate / professional |
| ☐ Rugged / outdoors | ☐ Elegant / editorial | ☐ Tech / futuristic |
| ☐ Handmade / organic | | |

Websites you like

Yours or competitors'. Just the site name, for example www.example.com

Not sure what style you like yet?

Browse www.siteinspire.com or www.land-book.com. Both are galleries of well-designed sites you can filter by style. Or Google "[your industry] website design examples" to see what similar businesses are doing. List 2 or 3 sites above and add a note below on what you like about each.

What do you like about them?

Layout, mood, a specific feature...

Any sites or styles you want to avoid?

4 Color Preferences

Do you have brand colors already?

- ☐ Yes, and they're locked in
- ☐ Yes, but open to adjusting them
- ☐ No, I need recommendations

Primary color

Accent color

Background color

Describe the palette in your own words

5 Fonts & Typography

Font style preference (check all that apply)

- | | |
|---|---|
| ☐ Modern sans-serif | ☐ Classic serif |
| ☐ Bold / display headlines | ☐ Handwritten / script accents |
| ☐ Minimal / plain | ☐ No preference: you choose |

Specific fonts in mind (if any)

6 Content & Assets

Do you have copy (text) ready for the site?

- ☐ Yes, it's all ready
- ☐ Partial: I need help finishing
- ☐ No: I need it written for me

Do you have a logo, photos, or brand assets?

- ☐ Yes, I have everything
- ☐ I have some and need more
- ☐ I need it all created (logo, photography, etc.)

Anything else about content or assets I should know?

7 Timeline & Budget

Target launch date

Budget range

Anything else I should know before I start?

Last step: save it and email it to me

1. Save this form to your computer or phone (File > Save, or the download / save icon).
2. Email the saved file as an attachment to myleshaider@gmail.com.
3. I'll review it and get back to you, usually within one business day.

Tip: use the free Adobe Acrobat Reader so your answers save. Most phone previews do not save typed text.

Email me this form

Opens a new email. Attach your saved form before sending.