

712 Group INC
380 South State Road 434
Suite 1004-377
Altamonte Springs, FL. 32714
www.712groupinc.com

ATTACHMENT A
Website Planning Worksheet

This questionnaire is designed to enhance communications between 712 Group Inc. and its clients. You may wish to print the worksheet and have it handy when discussing your project with a 712 Group representative. After completing the requested information please make a copy for your records and mail a signed copy to the address provided above. **Please note:** Depending on the initial consultation and actual Agreement for Services some of the items may not pertain to your request. Please note the sections that DO NOT APPLY to your organization with N/A.

This document will serve as an additional written memorandum of our Agreement.

Organization Name: _____

1. Site Organization

Please label pages you desire and cross out the rest.

Typical Website

Total number of pages decided upon _____

2. Site and Domain Names

Site Name on Masthead: _____

Domain Name must be registered through your web hosting service and approved by a domain registration service before you can use it. You may check the availability of your domain name at GoDaddy (<http://www.godaddy.com>)

Domain name: _____

Desired Already Registered

3. Masthead Graphic

Please submit a copy of your company's letterhead, brochures, catalog, etc. so we can see how you present your company image.

Company Logo incorporated in the masthead graphic? If so, please enclose a color copy.

Photo or drawing of product?

Typeface preference _____

4. Color and Accents

We recommend a white background for best readability and contrast, with a band of color or a pattern running down the left margin of the webpage. Your preference: _____

Some clients allow us to include the following button at the bottom of their welcome page that reads "Website Design By 712 Group Inc."

Will your company allow and/or accept this? Yes No

5. Navigation System

The navigation system of all our Standard Website Packages includes:

- Links from the front page and sectional pages to every page in the system to enable Web search engines to "spider" and index content on every page.
- Top Menus with text links are especially useful on larger sites. Included in sites of 4 pages or more. They can allow more detail than just an itemized bottom image map, and can enable visitors to see from any page how to get to any other. Colors may vary depending on overall design scheme

6. Basic Page Elements

These are the important items which appear on nearly every webpage on your site (except the home page).

- * Page titles which show at top of Web browser only
- * Top-of-page graphic based on the design of the masthead graphic
- * Page Title in larger type
 - Heading Font Style: _____ (Arial Bold suggested)
 - Text. Body Font Style: _____ (Times New Roman suggested)
- * Image Map by Image Map bar
- * Standard company ID near bottom of page
- * E-mail response link to the following e-mail address: _____
- * Copyright and trademark information in small print at the bottom of every page

Do you have any trademarks or service marks? If so, please list them here and indicate which trademarks are registered. _____

7. Photos, Graphics, Animations, Sound, and Video

In accordance with the Agreement for Services, you represent that you own or have permission from the copyright owner to use any photos or graphics you send us.

For an additional fee, we can equip your webpages with:

- Video and/or audio messages

Video will need to be provided by the client in Mini DV format or VHS

Audio will need to be provided by the client in CD, mp3, or DVD format

Client may also enter into an expanded agreement with 712 Group Inc which will be presented as an addendum to the original agreement.

8. Web Hosting Service

At your option, 712 Group Inc will recommend a web hosting services tailored to the client's specific needs. To do so, we require cgi-bin access and FTP access.

Web Hosting Service: _____

Phone: _____

E-mail address for support or help: _____

9. Maintenance

Package prices include minor updates for thirty days after webpage installation.

10. Data Submission

These are the items that will make up the package you'll be sending:

- * Website Planning Worksheet
- * Agreement for Services
- * Remittance for services, in full or as specified in the Agreement
- * Website Content, which includes:
 - Written content for your webpages, via email, flash drive or on a diskette formatted for Word for Windows [2.0, 6.0, 7.0, 8.0, or 2000]
 - Photos or graphics to be included. You may send graphics and photos which we can scan into electronic form.
 - Graphics in digital format (GIF, JPEG, or TIFF)
 - Your company logo
 - Samples of your printed materials -- brochures, letterheads, cards, booklets, etc.

Be sure to note any documents or photos you would like returned to you. Please forward the entire package to:

712 Group INC
380 South State Road 434
Suite#1004-377
Altamonte Springs, FL 32714

On behalf of my organization I approve the above plan which I have developed in consultation with 712 Group Inc. to construct a website and/or webpage per the Agreement for Services, and I authorize 712 Group Inc. to use this Website Planning Worksheet as the basis of the project.

Signature: _____

Printed Name: _____

Title: _____

Organization: _____

Date: _____

Thank you for choosing 712 Group Inc.

“In business to grow your business”

407-325-3520 Business
407-296-8658 Fax