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We welcome YOU to IntellecTechs!

The following outline will help you to start organizing your ideas for your website. The more information you provide, the better we will understand your goals. E-mail the form when completed.

Who are you? One of the first things we have to do to help you, is learn as much as we can about your organization & the service it provides

Business _____

Contact _____

e-mail _____

Address _____

_____

_____

Phone Number _____

Service Provided

About

Target Clients

Think of the address you would like to use, then register it. In addition, consider similar address to forward to your main

Example: johnsmith.com, jonsmith.com, mrsmith.com, jsmith.com

195 South Rosemont Road | Suite 103 | Virginia Beach, VA 23452
757.962.2487 | F: 757.962.2485 | www.IntellecTechs.com

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The **Keywords, Description, Site Title & Opening Paragraph** should relate to each other & intermix the same words. This will help get the info online so it can be searched. The Description and Opening Paragraph can be the same

10 Keywords
Keywords are the words you think people will use to find your site in Yahoo/Google

1		6	
2		7	
3		8	
4		9	
5		10	

Description
The description of the site is the text that appears after a Yahoo/Google search

Site Title
Appears at the top left of the Windows browser

Opening Paragraph
Welcoming paragraph describing the site & purpose. Should tie in keywords

E-mails
Pick as many as you want. The e-mails can be sent to **xxx@sitename.com**, then forwarded to whatever e-mail you indicate. Also, you can choose to add a **Signature & Auto-Reply Message**

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Start putting together all of your ideas for your website. The look & feel of your site should be an extension of your business & employee's personalities. The more info you can provide us, the better we can create your web presence!

Ideas
What do you like? Are there examples of your preference? Add links to sites, ads, commercials, or whatever you find that you like

Colors
You may like a simple red or blue, or have a specific Pantone color you use

Images
Professional images make a site. Include any images you have when you return this PDF file

Copy
Provide all text involved in a seperate word document. This can also be incorporated into your **Navigation** outline

Logo
Include your logo with this PDF, or list a link below

Navigation & Pages
How do you want the site to flow. Outline form works well for planning. Take time to fill out an outline detailing pages, subpages, & additional links

Submit

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