

**CHECKLIST FOR NEW/UPDATED WEBSITES**

1. What is your Legal Company Name? \_\_\_\_\_
2. What is the Phone Number(s)? \_\_\_\_\_
3. What is your message? \_\_\_\_\_  
\_\_\_\_\_
4. How are we going to receive information from you?  
 Email: \_\_\_\_\_  
 US Mail: \_\_\_\_\_  
 Fed X: \_\_\_\_\_
5. For local companies: Will you need us to take photos? Yes/No
6. Do you have a company Logo? Yes/No If yes, how will you provide it to us? \_\_\_\_\_
7. Do you need a direction map to your facility (mapquest)? Yes/No [No charge]
8. Do you want Free Music or Video? (*you can provide any also*) Yes/No [No charge]
9. Do you want a reply/request for information form? Yes/No [No charge for standard form]  
 If yes, provide the reply email address: \_\_\_\_\_
10. Do you want a "Flash Technology"? Yes/No
11. Do you want a Photo Slideshow? Yes/No
12. Estimated number of pages? \_\_\_\_\_

PLEASE READ FYI BELOW:

EXAMPLE: Page Headings: Home Page, About Us, Services, Contact Us

Other: \_\_\_\_\_

**SUTTON WEBSITES**

2401 N State Highway 155, Apt. 201 Palestine, Texas 75803 Phone: 903-729-1310 | Cell: 903-948-6800

[lisasutton70@gmail.com](mailto:lisasutton70@gmail.com) / [lisasutton@me.com](mailto:lisasutton@me.com)

[www.suttonwebsites.com](http://www.suttonwebsites.com)

