



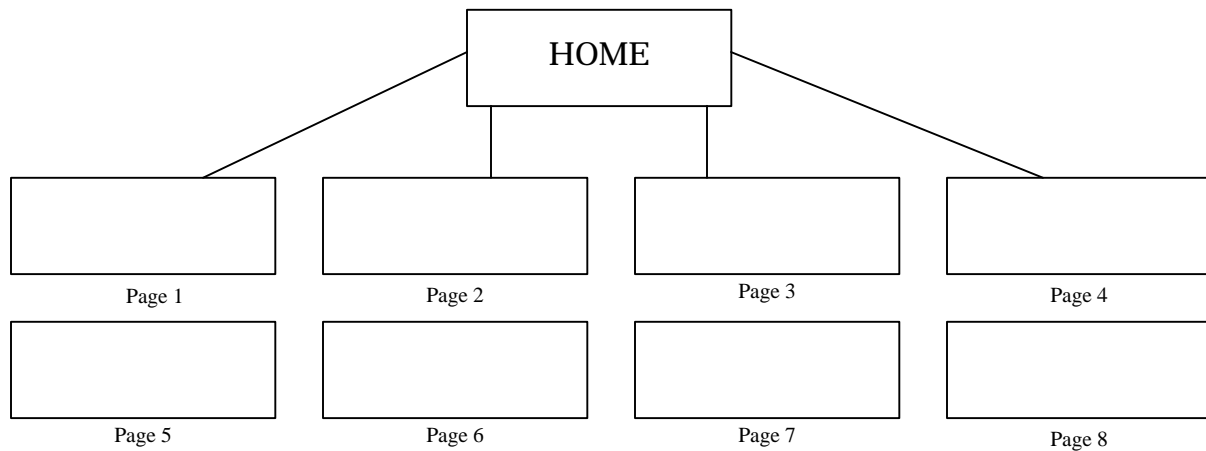
## Web Site Content Worksheet

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This worksheet will assist you in organizing your initial site structure along with providing us with necessary information to develop your proposal.

### Site Organization

Please label each web page necessary for your web site with a name for that page. Please leave the remaining boxes blank. List any additional pages on a blank paper.



### ORGANIZATION OF FILES FOR WEB SITE

Page Name	File Name	Photographs or Graphics (Please indicate if None)	Image Caption File Name	E-mail Address special for this page?
<i>Home</i>	<i>Home.doc</i>	<i>3 photos</i>	<i>Homephoto.doc</i>	<i>info@mysite.com</i>

Page Name	File Name	Photographs or Graphics  (Please indicate if None)	Image Caption  File Name	E-mail Address special for this page?

### Instructions for organizing worksheet:

Each web page must have a separate word processor file (*i.e.*, “Home” page – associated file is “home.doc”).

Word processor files should be submitted in the following PC formats: Microsoft Word®, WordPerfect®, WordPad® and Notepad®.

Please assure that each web page contains no more than the maximum number of 250 words.

Each photograph should be documented in the worksheet provided to include the corresponding web page and position within the page that will contain the photograph. Please include the caption as a separate file and indicate the file name on the work sheet. If no instruction is given to placement of the image, we will place it in an appropriate position within the page. (*eg. Homephoto.doc*) Example of Homephoto.doc: *In paragraph 3 place image3.jpg with its caption below the picture. In paragraph 6, place image10.jpg inside the text area, no caption. At paragraph 7 place image1.jpg before the paragraph begins*

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### Page Names:

We can help you define page names for your site. Keep in mind they should represent the information on that page for someone to easily recognize. We will also offer tips to organize the vast amount of information you may have to easily match your site. Consider any email names you want associated with your site and it is best to keep these names simple.

## Photographs and Graphics:

The quantity and quality of graphics you choose greatly affect a web site. Too many graphics can slow down a web page. Emerging Creations can optimize your graphics for clarity and speed.

We can accommodate your need for custom graphics. Please describe the graphic and if possible, include a sketch.

If you are unsure or unable to scan your photographs, Emerging Creations can provide this service.

The total number of photographs for web site \_\_\_\_\_

Digital format?       Yes       No

### Graphics to Include

- |                                                      |                                          |
|------------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Your Products               | <input type="checkbox"/> Custom Graphics |
| <input type="checkbox"/> Photo of Company Storefront | <input type="checkbox"/> Other _____     |
| <input type="checkbox"/> Background for pages        |                                          |

Describe the purpose of the image and the corresponding page.

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### Photographs, Graphics, Animations, Sound and Video

Our contract includes a statement that you own the copyright to, or have permission from the copyright owner to use any photograph(s) or graphic(s) you send to us.

## Graphical Banner Heading

If you wish to have a graphical banner on your site, we can design this to compliment your existing media formats. It is helpful to us if you provide copies of your company's brochures, letterhead, catalog, etc.

Articles to include:

- |                                                             |                                                            |
|-------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Company Logo                       | <input type="checkbox"/> Brochures, Flyers, Advertisements |
| <input type="checkbox"/> Photograph of product(s) or sketch | <input type="checkbox"/> Other _____                       |

## Colors

Note which colors you prefer for the web pages. We recommend you use Black text on a white background to enable easy reading of text.

Preferred colors \_\_\_\_\_

## Navigation System

Links are for connecting both internal pages within your site along with access to other web sites. Please indicate those areas that apply.

Links (One or both) – Text links are included at no extra charge and is recommended to have text links aside from graphical links on all your pages.

Graphical       Text       Unsure

Total External links for your site \_\_\_\_\_

Web Site Directory – This is an additional page but is highly recommended for web site over 15 pages.

Yes       No       Unsure

## Page Elements – additional items

Top of page Graphic/Logo

Every Page       First Page Only       Unsure

Sound

Yes       No       Unsure

Video

Yes       No       Unsure

Forms – to be submitted online from viewer

Yes       No       Unsure

Do you have trademark, registered trademark or copyright information?

Yes       No

## Other

List any web sites which you have visited and like their style. Indicate what attribute you like and would anticipate to include on your site.

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## Management

Will you require maintenance for this web site?

Yes       No       Unsure

## Web Hosting Provider

If a Web Site already exists, please provide the following information: (leave blank if none)

Hosting Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone (    ) \_\_\_\_\_ - \_\_\_\_\_

Web address of provider \_\_\_\_\_

Hosting Service for  Windows       Unix/Linux

Does the account have FTP access?    Yes       No       Unsure

## Domain Name

A domain name is your unique address for the Internet and must be registered. The domain name is limited by 63 characters in length.

Desired    Already registered

Domain Name \_\_\_\_\_  COM    NET    ORG

## Your Contact Information

Name: Ms/Mr/Mrs \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Numbers:

Day ( ) \_\_\_\_\_ - \_\_\_\_\_

Evening ( ) \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_

Are you able to provide an authorized signature for your company?

Yes  No

When do you expect the project to begin? \_\_\_\_\_

Please submit all pages to:

Emerging Creations, LLC  
P.O. Box 311  
Alexander, New York 14005

Terms and Conditions:

1. Copyrights and trademarks. The client represents to Emerging Creations and unconditionally guarantees that any elements of text, graphics, photo's, designs, trademarks, or other artwork furnished to Emerging Creations for inclusion in web pages are owned by the client, or that the client has permission from the rightful owner to use each of these elements, and will hold harmless, protect, and defend Emerging Creations and it's subcontractors from any claim or suit arising from the use of such elements furnished by the client.
2. Ownership. Emerging Creations LLC has sole ownership of intellectual property, graphics, text, custom programming and scripts for which it has developed for this web page and web site. The client owns a copy and can not reproduce, prepare derivatives works or use them in any manner inconsistent with other exclusive rights afforded to the web site developer under the copyright act.
3. Laws affecting electronic commerce. From time to time governments enact laws and levy taxes and tariffs affecting the Internet electronic commerce. The client agrees that the client is solely responsible for complying with such laws, taxes, and tariffs, and will hold harmless, protect, and defend Emerging Creations and it's subcontractors from any claim, suit, penalty, tax, or tariff arising from the client's exercise of Internet electronic commerce.
4. Copyright of web pages. Copyright to the finished assembled work of web pages produced by Emerging Creations is owned by Emerging Creations. Upon final payment of this contract, the client is assigned rights to use as a web site the design, graphics, and text contained in the finished assembled web site. Rights to photos, graphics, source code, work-up files and computer programs are specifically not transferred to the client, and remain the property of their respective owners. Emerging Creations and its subcontractors retain the right to display graphics and other web design elements as examples of their work in their respective portfolios.

***Thank You for Your Interest in Emerging Creations Designs***