

Thank you for choosing TeazMedia. Please complete all sections as thoroughly as possible — your answers directly shape the strategy and scope of your project. All information is kept strictly confidential.

### 01 · CONTACT & BUSINESS INFORMATION

<b>Full Name / Primary Contact</b>	<b>Business / Brand Name</b>
<b>Email Address</b>	<b>Phone Number</b>
<b>Website URL (if existing)</b> <i>e.g. https://yourdomain.com</i>	<b>Business Location / Time Zone</b>
<b>Industry / Niche</b> <i>e.g. Health &amp; wellness, fashion, professional services</i>	

### 02 · PROJECT OVERVIEW

<b>Project Type</b> <i>New website, redesign, e-commerce build, or combination</i>	
<b>Describe your project in your own words</b> <i>What are you building and why now?</i>	
<b>Estimated Budget Range</b> <i>e.g. \$3,000 – \$6,000</i>	<b>Target Launch Date</b> <i>Approximate is fine</i>

### 03 · TARGET AUDIENCE & GOALS

<b>Who is your ideal customer?</b> <i>Age, interests, buying behavior, location</i>
<b>What is the #1 goal for this website?</b> <i>e.g. generate leads, sell products, build credibility</i>

### 04 · DESIGN & BRAND IDENTITY

<b>Do you have existing brand assets?</b> <i>Logo, color palette, fonts, brand guidelines — list what exists</i>
<b>Sites you like (and why)</b> <i>Share 2–3 URLs with brief notes on what appeals to you</i>
<b>How would you describe your desired look &amp; feel?</b> <i>e.g. minimal, bold, editorial, warm, corporate, playful</i>

### 05 · E-COMMERCE DETAILS (SKIP IF NOT APPLICABLE)

<b>Approx. number of products</b>	<b>Shipping &amp; fulfillment approach</b> <i>Self-fulfilled, dropship, print-on-demand, digital downloads</i>
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<b>Any integrations required?</b> <i>e.g. CRM, email platform, inventory system, booking tool</i>	<b>Will the site include a blog?</b> <i>Yes / No — if yes, note frequency</i>
<b>Do you have existing hosting?</b> <i>Provider &amp; plan, or 'none'</i>	

### 06 · CONTENT & TIMELINE

<b>Who is providing website copy?</b> <i>Client-provided, copywriting needed, or combination</i>
<b>Who is providing photography / imagery?</b> <i>Client-provided, stock, or photography needed</i>
<b>Are there any hard deadlines or dependencies?</b> <i>e.g. product launch, event, ad campaign start date</i>

### 07 · ANYTHING ELSE WE SHOULD KNOW?

<b>Additional context, questions, or concerns</b>
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### REFERENCE GUIDE

#### Project Type

New Site — built from scratch with no existing website. Redesign — your existing site gets rebuilt with updated design and structure. E-Commerce — online store with product listings, cart, and payment processing. Combination — any mix of the above.

#### Brand Assets

Files and materials that define your visual identity: logo files (SVG, PNG, AI, EPS), color palette (hex or Pantone codes), typography/fonts, and any brand style guide or guidelines document.

#### Integrations

Third-party tools connected to your site. Examples: Mailchimp, Klaviyo, HubSpot (email marketing); Calendly, Acuity (booking); Square, QuickBooks (accounting); CRMs, inventory systems, or custom APIs.

#### Fulfillment

How orders reach your customers. Self-fulfilled — you pack and ship. Dropship — supplier ships directly to customer. Print-on-demand — item is printed when ordered. Digital download — file is delivered automatically after purchase.

#### Hosting

The server where your website lives. Common providers: SiteGround, WP Engine, Cloudways, Bluehost, GoDaddy. If unsure, check your domain registrar or ask your current web person.

#### Hard Deadlines

A fixed date the site must be live by — typically tied to a product launch, event, trade show, ad campaign start, or contractual obligation.

