Website Project Planning & Budget Checklist

CLIENT RESOURCE 01

Planning a new website? Use this checklist to organize your requirements before requesting a quotation.

1. Business & Website Goals

- ☐ Define the main purpose of your website.
- ☐ Identify your target customers and service area.
- ☐ Decide what action visitors should take, such as contacting you, booking a service or requesting a quote.
- ☐ Identify whether this is a new website or a redesign.

2. Website Pages

- ☐ Home
- ☐ About
- ☐ Services
- ☐ Portfolio or Gallery
- ☐ Contact
- ☐ FAQ
- ☐ Other pages specific to your business

3. Content & Branding

- ☐ Business logo and brand colours
- ☐ Written page content
- ☐ Business photos and graphics
- ☐ Contact information and social links
- ☐ Relevant policies or legal information

4. Features & Functionality

- ☐ Mobile-friendly layout
- ☐ Contact or quotation form
- ☐ Appointment booking
- ☐ E-commerce or online payments
- ☐ Content management
- ☐ Third-party integrations

☐ Custom functionality requiring additional scoping

5. Budget & Timeline

Estimated project budget: .....

Preferred launch date: .....

Existing domain or hosting: .....

Who will provide content and images? .....

Will ongoing maintenance be needed? .....

6. Before Requesting a Quote

The final project price depends on the agreed scope, features, content requirements and development work. A written quotation should clarify deliverables, exclusions, timeline and payment terms.

WRITTEN ENQUIRIES
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