Website CUSTOMER INFORMATION COLLECTION FORM		DESIGNER	DISCUSSION AND DATE
Please fill in all boxes in GREEN with your information/requirements/choice.			
Website Design			
Developer: Lucy Turnbull			
Reference Project: Write Website Name			
Date of Required Completion:			
YOUR CONTACT INFORMATION			
Restaurant Name			
Main Contact Person			
Position			
Phone Number			
Email			
Second Contact Person			
Position			
Phone Number			
Email			
Physical Address of Business			
Preferred Contact Method |Email Phone WhatsApp |Please write first and second preference.			

PROJECT SCOPE - WEBSITE PAGES			
Please select YES/NO all pages you require (based on common 5-page structure)			
Home Page - This can be the first page your customers see or a general page, with online orders being the first page (Home).			
Menu Page | This is a showcase of your dishes but is not the ordering page.			
| About Us | A little about where your restaurant is and its history.			
| Gallery | Can include pictures of the restaurant, location, regular customers, reviews, videos and pictures of special events.			
| Contact Us | All of the different ways customers/people can contact you.			
| Additional Page(s): Suggestions welcome or ask for recommendations from Lucy.			
List names or description of additional pages			

FUNCTIONALITY REQUIREMENTS			
Please select Yes/No from the drop down menu for features you need			
E-Commerce & Ordering:			
□ Online food ordering system			
□ Payment gateway integration			
□ Shopping cart functionality			
□ Takeaway/Delivery options			
Restaurant Features:			
□ Digital menu display			
□ Photo gallery			
□ Table reservation system			
□ Special offers/promotions section			
□ Catering information page			
Technical Features:			
□ Mobile-responsive design			
□ SEO optimization (extra cost)			
□ Google Maps integration			
□ Social media links			
□ Newsletter signup form			
□ Contact/enquiry form			

CONTENT SERVICES			
□ Menu digitization and formatting			
□ Professional copywriting (English language expertise included)			
□ Photography coordination			
□ Content uploading			
□ Translation services (extra cost - per language)			

DOMAIN & HOSTING			

Domain Name Transfer	
What is the name of your domain?	
Domain Name Creation	
I will purchase my own domain name.	
I will use the free Wix domain (yourbusiness.wixsite.com)	
Help me choose and purchase a domain (assistance provided)	
Wix Premium Plan:	
(Required for custom domain and e-commerce features)	
I understand I must pay for Wix Premium separately	
I need you to choose the correct Wix Premium Plan for my Business	

ADDITIONAL SERVICES	
Post-Launch Services:	
□ SEO optimization and ongoing management (extra cost)	
□ Social media promotions (extra cost)	
□ Opening day/event promotions (extra cost)	
□ Regular website maintenance (extra cost)	
□ Training manual creation (extra cost)	
□ "Manage Your Website Yourself" training package (extra cost)	

TIMELINE EXPECTATIONS	
Expected launch date	
Note: Standard project completion approximately 4 weeks from commencement - usually under this time. Are you happy with this timeline?	

PAYMENT TERMS	
| I understand a 30% advance payment is required to secure my booking and commence work | □ |	
| I understand the base website design cost is 100,000 LKR (excluding domain, Wix Premium, and extra services)	
| I understand domain name and Wix Premium fees are separate and paid directly to Wix or myself.	
| I understand additional services (SEO, promotions, maintenance, training, translation) are billed separately | □ |	
ADDITIONAL NOTES OR REQUIREMENTS	
Thank you! I will review your requirements and provide a detailed quotation within 2-3 business days.	