



Web Project Request Form

About you

Organization _____
name phone website

Address _____
street

_____ city state/province zip country

Contact 1 _____
name direct phone email

Contact 2 _____
name direct phone email

Today's Date _____ Requested Completion Date _____

Describe your project request

Providing materials

Text: (choose one)

- All completed text provided by client
- Rough text provided by client to be edited by Gabel Graphics
- Raw information provided to be written and edited by Gabel Graphics

Photos/Art: (choose all that apply)

- Photos/art provided by client in digital format (72 dpi preferred) (approx. percent provided _____)
- Photos/art provided by client in hard copy to be scanned by Gabel Graphics (approx. percent to be scanned _____)
- Photos/art to be created/found by Gabel Graphics (approx. percent to be created/found _____)

Please continue to next page



Web Project Focus

Organization _____

1. What is the main objective of your organization/business? (Your mission)
2. What is the main objective of this project?
3. Who is your audience?
4. What is their perception of you?
5. Do you want this to change in any way?
6. What is the main message of this project?
7. What other messages do you want relayed?
8. What tone should be used?
9. How should your audience feel?
10. How should your audience respond?
11. How should they remember you?