Request for Proposal

Web Design / Development

(quote/bid)

TyPie Design
Your Web Developer
and IT Professional

Contact Information:

(Main contact person/destination for proposal)

First Name: _____   Phone: _____

Last Name: _____   Email: _____

Street: _____   Other: _____

City: _____ Zip: _____   State: _____

Business Information:

(Business information for contact as well as design)

Bus. Name: _____   Phone: _____

Slogan: _____   Email: _____

Street: _____   Other: _____

City: _____ Zip: _____   State: _____

Project Information:

(Explain this project in your own words. Be honest, be descriptive. Most importantly, be yourself)

Brief History:

(We want to learn more!)

Tell us a brief history of your company or background so we can learn a little more about the business. This provides TyPie Design with more information to help make suggestions or give you other "food for thought" for your specific area of goods and/or services.

Locations:

(What location on the web do you own or prefer to own?)

URL: _____ *(Your current URL; ex: www.bing.com)*

URL Choice 1: _____ *(Enter a 1ˢᵗ choice for a URL; ex: www.bing.com)*

URL Choice 2: _____ *(Enter a 2ⁿᵈ choice for a URL; ex: www.bing.com)*

Target Audience:

(Who will visit?)

Who will be visiting this website? Explain the different types of visitors that will be coming to your website with as much detail as possible.

Likes:

(Websites you like)

Like 1: _____ *(List the URL of a website that you like)*

What do you like about this website? Be descriptive if you can. (ex. color scheme, pictures, simplicity, complexity, etc.)

Like 2: _____ *(List the URL of a website that you like)*

What do you like about this website? Be descriptive if you can. (ex. color scheme, pictures, simplicity, complexity, etc.)

Dislikes:

(Websites you dislike)

Dislike 1: _____ *(List the URL of a website that you dislike)*

What do you dislike about this website? Be descriptive if you can. (ex. color scheme, pictures, simplicity, complexity, etc.)

Dislike 2: _____ *(List the URL of a website that you dislike)*

What do you dislike about this website? Be descriptive if you can. (ex. color scheme, pictures, simplicity, complexity, etc.)

Start and Finish:

(Time frame is important for everyone)

Because every project is unique it is hard to determine the timeline it will take without further investigation. It also depends on how many other projects TyPie Design is currently working on. With that in mind TyPie Design promises to try and meet your deadline or come up with a reasonable deadline for the particular project. There will be a set time in the proposal which we can talk about.

Start Date: _____ *(When would you like to start this project?)*

Finish Date: _____ *(When would you prefer to have this project finished?)*

Please explain why you chose these specific dates and why. (ex. product launch, open house…) This explanation will help determine your timeline for TyPie Design.

Budget:

(Sizing things up)

By giving a rough budget number, I will be able to better assist you with the amount that you have for this project. Projects can range from hundreds to several thousands of dollars. By helping TyPie Design understand a little more about your budget, an appropriate set of options can be presented to your business. This helps determine how much time can be devoted to your website to help achieve your vision.

Budget Range: _____ *(Please provide your budget range. Feel free to leave blank if you prefer and I will provide a set of options for you.)*

If you would like to leave a description about your budget range or why you would prefer not to list it, please feel free to do so. Again, the budget section is not required.

Additional Comments:

(Please fill us in on anything we missed)

Every project is different and unique in its own way. TyPie Design tries to keep forms like this general, but it doesn't meet everyone's needs. Please feel free to add anything that was missed or you feel was left out and it will be added to the proposal.