

1. **Your Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_
2. **What does your company do?** \_\_\_\_\_  
\_\_\_\_\_
3. **What is your company name?** \_\_\_\_\_
4. **Company address if different than home** \_\_\_\_\_  
\_\_\_\_\_
5. **Company Phone** \_\_\_\_\_ **Email** \_\_\_\_\_
6. **Date established?** \_\_\_\_\_
7. **What is your target area(s)?** \_\_\_\_\_  
\_\_\_\_\_
8. **Who is your target audience?** \_\_\_\_\_  
\_\_\_\_\_
9. **What's your Tagline or Slogan?** \_\_\_\_\_  
\_\_\_\_\_
10. **Do you want to improve an existing website, or create a website from scratch?** \_\_\_\_\_
11. **Do you want your website to be optimized for SEO? Do you have a list of keywords you'd like to target?** \_\_\_\_\_  
\_\_\_\_\_
12. **What is the URL of your existing website (if any)? What do you like and dislike about your existing website?** \_\_\_\_\_

13. What is the URL of 2-3 reference websites that you like? \_\_\_\_\_

\_\_\_\_\_

14. What do you like about these websites? \_\_\_\_\_

15. Do you know what platform you want to use for your site? \_\_\_\_\_

16. What pages do you need on your website? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

17. What features do you need on your website? (booking appts, accept payments, chat box, FAQ's, etc)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

18. Will you use your website to write blogs? \_\_\_\_\_

19. What's the underlying goal of your website? \_\_\_\_\_

\_\_\_\_\_

20. Do you have the content ready for your site? \_\_\_\_\_

21. Does your company have a brand book covering things like colors and fonts? \_\_\_\_\_

\_\_\_\_\_

22. When would you like to launch your new site? \_\_\_\_\_

23. What is your budget for the website? \_\_\_\_\_

24. Do you need help updating and maintaining your website? \_\_\_\_\_

25. Does your company have a logo? if so, please send a copy to us \_\_\_\_\_

26. What is your URL preference? 1<sup>st</sup> choice \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_

27. Do you have any social media accounts that need to be connected? If so, please list.

\_\_\_\_\_  
\_\_\_\_\_

28. Does your company have client reviews? \_\_\_\_\_

29. Do you need to be connected to Google? \_\_\_\_\_

30. Do you need Terms and Conditions for users? \_\_\_\_\_

31. Please list anything that should be added to your website that has not been

mentioned above. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Connecting your website to social media channels brings several advantages. The most important one is the human interaction it allows you to have with your readers. It's a great way to develop trust and meaningful relationships with your audience! And to keep the world aware of your business in different and engaging formats (photo, video, etc).**

**[~https://www.travelb4settle.com/website-checklist/](https://www.travelb4settle.com/website-checklist/)**

# Franklin Paralegal Services, FPS®

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## Confidentiality Statement

A paralegal shall be aware of and abide by all legal authority governing confidential information in the jurisdiction in which the paralegal practices.

A paralegal may reveal confidential information only after full disclosure and with the client's written consent; or, when required by law or court order; or, when necessary to prevent the client from committing an act that could result in death or serious bodily harm.

Unless otherwise expressly authorized by the Discloser or by this Agreement, a Recipient shall retain the Confidential Information in confidence, shall not disclose the Confidential Information to any third party and shall not use or reproduce the Confidential Information for any reason other than the Stated Purpose.

**As a paralegal I shall preserve all confidential information provided by you the client or acquired from other sources before, during, and after the course of the professional relationship.**

## Service Agreement

- I. I the Client shall pay Franklin Paralegal Services, FPS for services according to the Payment Schedule.
- II. I the Client agree to pay FPS the full amount due upon date of this or agreement or otherwise stated in agreement. I understand FPS will discontinue designing or maintenance of my website if payment is not received within the specified time as mentioned in this agreement. I understand that preparation of the actual legal documents/forms will not begin until payment is received or otherwise mentioned in this agreement.
- III. I understand and agree that I will provide all information needed to design my website. I understand that changes to may be subject to additional charges.
- IV. I understand that there may additional fees that are not associated with FPS-- Including but not limited to; domain fees, subscription fees and Apps.
- V. I further understand that FPS is not qualified to give any legal advice, representation or counsel on my behalf in any way and agree to indemnify and hold harmless Ms. Cleo Franklin, FPS staff and heirs.
- VI. I understand that all fees All fees are non-refundable.

This agreement shall be governed by the laws of the state of Colorado and any applicable Federal law.

Signature(s)

\_\_\_\_\_

Type name for an electronic signature

\_\_\_\_\_

Date

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Thank for choosing FPS for your business needs.