

## PROJECTPLANNER

The Cavera Studios project planner is designed to help understand your objectives and goals for the requested project. Please answer to the best of your ability and leave any uncertain areas blank.

### Contact Info

Contact Name	<hr/>
Company Name	<hr/>
Address	<hr/>
Contact Email	<hr/>
Contact Phone	<hr/>

### Business Info

Tell us as much info about you and/or your company as you can.

## PROJECTPLANNER

Describe in detail your service and/or product(s) offered, as well as your target audience.

How long has your company been operating?

### Web Design

Is this a website re-design?

Yes

No

If so, what is your current URL?

What will be the primary goal of this website?

List any and all special requirements and features that you want your website to have ie) social media integration, user sign up, online booking, etc.

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Will you be requiring any of the following for your website?

E-Commerce

Content Management System

Search Engine Optimization

I don't know what I need

Please describe the look and feel that you imagine for your website.  
Use as many examples as possible.

## Logo and Print Design

Will this logo be new or a re-design from a previous logo?

New

Re-design

What are your desired company colours and how do you envision this logo?

If you require business collateral (printed materials), please explain in detail exactly what you will need.

## PROJECTPLANNER

Will you need our assistance in selecting a printer?

Yes

No

## Cloud and Software Solutions

Describe the nature of the software and any features that you require.

Will you require the Google Apps collaboration suite?

Yes

No

Not Sure

## Financial Information

What is your budget for this project?

Are the funds available immediately, or will you require a payment plan?

Thank you for filling out the project planner. You can now return this file via courier, email or through our upload form