

WHAT DO WE NEED FROM YOU?

This is a list of things we need from you, so we can start working on your project. To make it easier, we broke it down into action items that are critical to the ideation process and understanding the direction of the website. Please send these to us as applicable.

1. Your Organization's:

- Logo** (in vector format, preferably .svg, .eps or .ai)
- Colors** (HEX, RGB, snapshot, etc)
- Fonts** (what fonts you use for headings, subheadings, etc)
- The story behind the name**
- The story behind the logo**

2. Copy/Text that describes:

- Who you are**
- What you do as an organization**
- Other content** (that will go on your website, as applicable)

3. High Quality Photos*:

- Organization** (your building, office, work processes, etc.)
- People** (team, meetings, action shots, etc.)
- Things you have done** (events, workshops, etc.)

*at least 1500 pixels height/width

4. Work Examples:

- Text** (client quotes, testimonials, project descriptions, etc.)
- Images** (screenshots, clients/projects, etc.)
- Graphics** (logos, mockups, models, etc.)

5. Billing Information:

- Name**
- Organization Name**
- Phone**
- Email**
- Address**
- Preferred billing method:**
(ACH or Credit Card)

6. Down Payment*:

- Pay down-payment**

*Invoice will be sent once we receive the billing information
How do we invoice? We use Quickbooks with online invoicing for your convenience. It is as easy as clicking a link, putting in your information and hitting submit. Always secure.

7. Client Questionnaire:

- Fill out**
- Send** (to adam@enspiredev.com)

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