

Client request form

Tell us what you need. Fill in the fields, save a copy and return it to the person who sent you this form. You may also print and complete it by hand.

Your business

Business name

Contact name

Email address

Phone number (optional)

Current website address (if any)

What does your business do, and who do you serve?

Services you are interested in

☐ One-page website - \$300

☐ Website updates - \$50/hour

☐ Domain / hosting setup - \$75*

☐ Not sure - please advise

*Included with a new website build. Provider charges are paid separately.

Optional monthly plan

☐ Content Care - \$45/month

☐ Managed Website - \$65/month

☐ No monthly plan

☐ Help me choose

Select one monthly option. Each paid plan includes up to 30 minutes of content edits.

Preferred completion date (subject to availability)

One-time project budget (optional)

Continue on page 2. This is an inquiry only and does not authorize work or payment.

Project details

Complete the sections that apply. Please do not include passwords, payment details or sensitive customer information.

Describe your request or the changes you need (include page links where useful)

What should visitors do? For example: call, request a quote or view your services

Website materials

Check what you already have available to provide.

☐ Logo ☐ Photos ☐ Written content ☐ Contact details

Example websites, style preferences or other notes

Domain and hosting

Domain name owned or desired (write "unsure" if needed)

Current domain provider (if known)

Current hosting provider (if known)

Next step: We will review your request and follow up with any questions and a written proposal. Scope, account access, timing and payment terms will be agreed before work starts. No account passwords are needed on this form.