

## Materials Checklist for Web Site Project

### Required at Project Inception (before first design review)

- Company logo, preferably in a 300 dpi jpg format
- Primary Project contact information (name, phone, fax, cell, email,)
- Company colors

### Type of Image You Wish to Portray (please select 1 or more)

- Artistic
- Corporate
- Professional
- Friendly
- Technical
- Youthful
- Family Business
- Elegant
- Sophisticated
- Down-to-earth
- Quality
- Affordable
- Exclusive
- Trendy
- Conservative
- Other (Please note):

**Please list any web sites that convey the particular look and feel that you are after:**

**Do you already have a domain? (Example: [www.yourwebsite.com](http://www.yourwebsite.com)) If so please list it, if not please list 3 possible choices:**

**Submit this information as soon as possible: (use Word or PDF format if possible, scanned images do not work well for forms)**

- Overview of your practice and any brochure you may use.
- A list of key personnel and a bio for each
- Electronic copy of all new patient forms or other forms you want loaded on your website.
- Practice background and/or history
- Awards/professional affiliations
- List of services
- Description of each service
- Recent press releases
- Patient testimonials or quotes
- FAQs (Frequently Asked Questions) with answers

**Additional Items**

- Photos in JPG format for each staff/senior staff and for office tour, etc.
- Other artwork or illustrations in EPS (outline) format

**Tell us what you'd like to see in your health library**

- Do you want to use the General Practice library from docWeb?
- Would you like links for your specialty from WebMD or other sources?
- Would you like to provide your own content for the library?

**Tell us how you want to use Prescription Refill**

- Do you offer pick-up prescriptions?
- Do you offer pick-up medications?
- Do you offer mail prescriptions? If so, what is your added mail cost?
- Would you like to provide specific pharmacy selections for your patients and if so, please provide a list?

### **Tell us about Email**

- Provide a list of any CURRENT email addresses at your domain name (we don't care about outside email addresses like @comcast, @gmail, etc.)
  
- Provide a list of ALL email addresses you want when your new website goes live.
  
- Specify which email addresses will receive information from which forms on your website
  - Bill Pay
  - Prescription Refill
  - Non Urgent Appointment
  - Contact Front Desk
  - Contact Billing
  - General (unspecified) contact

**Note: One email address can receive multiple web forms if desired.**