**Client Worksheet 1 | Services**

***Please complete what’s relevant to your project with the info you have at the time - if anything’s missing we’ll fill them in along the way.***

*(please email completed document to me at* [*js@wiredpinecone.com*](mailto:js@wiredpinecone.com) *or place in Dropbox)*

**Company Name / Web address:**

**Primary Contact:**

Name:

email:

phone:

**Webhost/cPanel:**

login:

password:

**Domain host (if different from webhost):**

login:

password:

**WordPress:**

administrator login:

password

**Google Analytics: add** [**js@wiredpinecone.com**](mailto:js@wiredpinecone.com) **to existing account as admin user, or:**

login:

password:

**Mailing list service: (ie MailChimp)**

Login:

Password

**eCommerce service:**

Login:

Password:

**Social media:**

Facebook page url:

Twitter handle:

LinkedIn page url:

Pinterest url:

others:

**Client Worksheet 2 | Site Content:**

(please email completed document to me at [js@wiredpinecone.com](mailto:js@wiredpinecone.com) or place in Dropbox)

Main headline text/site title:

Secondary headline/tagline:

Contact info you’d like on the site:

Name:

Phone:

fax:

eMail:

Mailing address:

A brief description of your site/service. Use as many works people might use to search for your service as you can (use more at this point, we can edit it down later):

Testimonials about your service:

Video YouTube or Vimeo URLs:

Share via Dropbox: Logo, pictures, headshot

**Additional content:**

Page/ Location:

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