

**Great Lakes Web Services • Website Content Worksheet**

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Please print and refer to this worksheet to aid in gathering the information we need to build your website. Include this worksheet with the materials you send.

**TEXT**

A page of text is defined as no more than one 8½" x 11" sheet of paper, 12 pt. size font, single-spaced, with 1½" margins at top, bottom, and sides.

If you are providing the final draft of information to be placed on your website, please be sure the draft of each web page is either on a separate sheet of paper or in a separate word processor file. We prefer Microsoft Word, but we can convert to a variety of file types. Please use the table included in this worksheet to indicate which file name corresponds to which web page.

If you would like Great Lakes Web Services to format or write the copy to be used in your website, please be sure to provide as much information as possible, along with any specific ideas you'd like included.

**GRAPHICS**

You may send graphics to us in either digitized form or as hard copy photos which we will scan and return. Include any captions you'd like to accompany each photo.

Please use the table included in this worksheet to indicate which photo/graphic corresponds to which web page.

If you need us to prepare specialized graphic elements in addition to the graphics already included in the package (masthead, buttons, etc.), please explain clearly and include a sketch, if possible. We also have a number of stock photos available for use.

**Please include this worksheet with the materials you send to us. If it is more convenient, feel free to use a similar form of your own.**

