

# KEYSTONE TECH LLC

## CLIENT INTAKE QUESTIONNAIRE

keystonetech.design · hello@keystonetech.design

Please complete this form as thoroughly as possible. The more detail you provide, the more tailored our proposal will be — and the faster we can get started. No commitment is required by filling this out.

### 01 YOUR INFORMATION

Full Name \*

Phone Number

Current Website (if any)

*Leave blank if you don't have one yet.*

Email Address \*

Business Name

### 02 SERVICES & PROJECT SCOPE

What do you need? (check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> New website design    | <input type="checkbox"/> Digital marketing         |
| <input type="checkbox"/> Website redesign      | <input type="checkbox"/> E-commerce / online store |
| <input type="checkbox"/> SEO optimization      | <input type="checkbox"/> Website maintenance       |
| <input type="checkbox"/> Brand identity / logo | <input type="checkbox"/> Other: _____              |

Budget Range

- Under \$800 (Starter)
- \$1,200–\$1,800 (Business Standard)
- \$2,500–\$3,500 (Professional Plus)
- \$4,500+ (Enterprise / E-Commerce)
- Not sure yet — need guidance

Desired Timeline

- |   |   |
|---|---|
| <input type="checkbox"/> ASAP (within 1 week) | <input type="checkbox"/> Within a month           |
| <input type="checkbox"/> Within 2 weeks       | <input type="checkbox"/> No rush — planning ahead |

Estimated Number of Pages

- |  |   |
|--|---|
| <input type="checkbox"/> 1–3 pages (simple / landing page)   | <input type="checkbox"/> 13+ pages (large / complex site) |
| <input type="checkbox"/> 4–6 pages (standard small business) | <input type="checkbox"/> Not sure yet                     |
| <input type="checkbox"/> 7–12 pages (full business site)     |   |

Do you have a domain / hosting?

- |  |   |
|--|---|
| <input type="checkbox"/> Yes — I have a domain & hosting   | <input type="checkbox"/> No — I need both         |
| <input type="checkbox"/> Yes — I have a domain, no hosting | <input type="checkbox"/> Not sure — need guidance |

## 03 YOUR BUSINESS

### Industry / Niche

*e.g. Med Spa, HVAC, Law Firm, Restaurant, Fitness Studio...*

---

### Who is your ideal customer?

*Age, location, what they're looking for, pain points...*

---

---

### What do you want your website to do? (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Generate phone calls / leads | <input type="checkbox"/> Showcase portfolio / work   |
| <input type="checkbox"/> Book appointments online     | <input type="checkbox"/> Rank higher on Google       |
| <input type="checkbox"/> Sell products / e-commerce   | <input type="checkbox"/> Replace an outdated site    |
| <input type="checkbox"/> Build credibility & trust    | <input type="checkbox"/> Launch a brand new business |

## 04 VISION & PAIN POINTS

### Are there websites you like and want to be similar to?

*List 1–3 sites. Note what you like about each — the design, layout, features, or how it works. Include competitors if relevant.*

---

---

---

### What is the #1 problem with your current website or online presence?

*e.g. Doesn't show up on Google, looks outdated, doesn't bring in leads...*

---

---

### Anything else you want us to know about the project?

*Goals, concerns, must-haves, things to avoid — anything helps.*

---

---

---

## 05 FINAL DETAILS

### How did you hear about us?

*Google search, referral, social media, word of mouth...*

---

---

---

Thank you for taking the time to fill this out! We'll review your answers and reach out within 24 hours to schedule a free 30-minute discovery call. | [keystonetech.design](http://keystonetech.design)