**Website Design Proposal Template**

**Prepared by: M & O Business Solutions  
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**Introduction**

Thank you for choosing M & O Business Solutions to support your website development. This template outlines the key areas we'll discuss and define together to create a tailored, effective website for your business.

**1. Project Goals**

**Please tell us:**

* What is the primary purpose of your website? (e.g., generate leads, showcase services, take bookings)
* What do you want visitors to do when they visit? (e.g., contact you, fill in a form, purchase)

**2. Design & Branding**

* Do you have a logo and branding assets (colours, fonts)?
* Are there websites you admire in terms of style or functionality? Please list them.
* Do you have a current website? If so, what would you like to improve?

**3. Website Structure & Features**

* What pages do you need? (e.g., Home, About, Services, Contact)
* Do you need sub-pages under services?
* Would you like to include a contact/enquiry form?
* Do you require a blog or news section?
* Will you need client testimonials or reviews shown?
* Do you require pop-up features, downloadable PDFs, or FAQs?

**4. Content Management**

* Would you like to be able to update and manage the site yourself?
* Will you provide all written content and images, or will you need support?

**5. Platform & Tools**

* We typically build on **Wix** for speed, security, and ease of use. Is that acceptable?
* Do you need any integrations? (e.g., Google Maps, booking forms, Mailchimp, WhatsApp)

**6. Hosting & Domain**

* Do you already have a domain name registered?
* Do you require hosting, or will you provide your own?
* Do you have existing email addresses linked to your domain?

**7. SEO & Analytics**

* Would you like basic on-page SEO setup (titles, descriptions, image tags)?
* Would you like to integrate Google Analytics?
* Do you need help setting up a Google Business Profile?

**8. Maintenance & Updates**

* Will you need ongoing support for updates and edits?

**9. Budget & Timeline**

* What is your budget for the project?
* Do you have a specific launch date or deadline?

**10. Legal Pages**

* Do you need help writing your Privacy Policy, Cookie Policy, or Terms & Conditions?

**Next Steps**

Once you’ve completed this form, we will:

1. Review your responses and schedule a call to clarify anything needed.
2. Create a detailed scope and quote for your approval.
3. Upon agreement, begin the design process.

If you'd like help completing this or want to discuss anything in more detail, contact us at **info@mo-bs.co.uk** or via our contact form at [www.mo-bs.co.uk](http://www.mo-bs.co.uk).

Let us handle the tech — so you can focus on running your business.  
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