|  |  |
| --- | --- |
| Client Intake Form | Maqhu Media  Maqhubandaba: “The One Who tells the Story”  [MaqhuMedia@gmail.com](mailto:MaqhuMedia@gmail.com)  (714)485-5039 East | (318)936-9453 South  www.zenzilesWay.com/Maqhu-Media |

Project/Client Information

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Contract Signed | / / | | | Payment | | | $ | | | |  | | Method |  | |
| Contact Name: |  | | |  | | | | | | |  | |  |  | |
| Contact Name: |  | | |  | | | | | | |  | | : |  | |
|  | Client | | | Company | | | | | | |  | |  |  | |
| Address: |  | | | | | | | | | | | | | |  |
|  | Street Address | | | | | | | | | | | | | | Apartment/Unit # |
|  |  | | | | | | | | | |  | | | |  |
|  | City | | | | | | | | | | State | | | | ZIP Code |
| Phone: |  | | | | | Email | |  | | | | | | | |
| Collaboration Contact: | |  | | | .: |  | | | | Contact Phone: | | | | |  |
| Contact Email: | | |  | | | | | | Title: | | |  | | | |

Project Description

|  |
| --- |
|  |
|  |
|  |

|  |
| --- |
| Current Web/Social Properties: |

|  |  |
| --- | --- |
| Social Platform Used: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Website 1: | |  | | | | | | Website 2: | | |  | | | |
| Blog URL: | | |  | | | | Twitter@: | | |  | | | PW: |  |
| Google+: |  | | | PW: |  | Pinterest | | | : | | | PW: |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Facebook: |  | Admin: |  | Linked in: | : | PW: |  |
| Instagram: |  | PW: |  | YouTube: | : | PW: |  |
| Snapchat: |  | PW: |  |  |  |  |  |

Website Use

|  |
| --- |
| Is this a new or existing website? |
|  |
| What is the primary purpose of the website? |
|  |
| Who is your website for? |
|  |
| What short and long term goals do you have for users of your website? (6mo+) |
|  |

|  |  |
| --- | --- |
| What do you think your current website does well? | 1) |
| 2) | 3) |
| What are at least 3 things that your website could do better? | 1) |
| 2) | 3) |
| What are core features you look for in a new website? | 1) |
| 2) | 3) |
| How will you know If this project met or exceeded your expectations? |  |
|  |  |

Brand Messaging

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Client Specializes In: | | | |  |
| Client is Known For: | | | |  |
| Better than competition because: |  | | | |
| Current Tag Line: | |  | | |
| Current Mission Statement | | |  | |

|  |  |
| --- | --- |
| Client is remarkable and unique because: |  |
| Primary form of communication with clients/prospects: |
|  |  |

|  |  |
| --- | --- |
| What are five words or feelings you hope to convey through your brand and the design of the site? |  |
| Please provide at least three competitor or bench mark websites. What do you like and /or dislike about each? |  |
|  | |

Client Deliverables

|  |  |  |
| --- | --- | --- |
| High Res Logo Received | YES | Examples of other social pages to emulate: |

|  |  |  |
| --- | --- | --- |
| 10+ product Images: | YES |  |

|  |  |  |
| --- | --- | --- |
| Office /Location Images: | YES |  |
| Other Creative Images: | YES |  |
|  |  |  |

Audience/Competitors

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| B2B | B2C | Current Effective Marketing Source(s): |  | | |
| Current Customer Profile | | |  |  |  |
|  | | | Age/Gender/Income | Location | Demographics/Psychographics |
|  | | |  |  |  |

|  |  |
| --- | --- |
| Target Prospect Profile: |  |
| Top Competitors: |  |

Obstacles/ Challenges

|  |  |
| --- | --- |
| Known Project obstacles/ challenges related to client, market, industry or audience: |  |

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. I confirm my permission for Maqhu Media to communicate with or contact the entities listed above as Collaboration Contacts in their execution of services.

I agree to utilizing an electronic signature on this document. By checking “I agree” and typing my full name below I confirm that I am signing this document electronically.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

Upon Completion, submit your form via email to MaqhuMedia@gmail.com