

# Template 1

## *Thoughtful Systems*

### Web Design Order Form

#### 1. URL Registration Information

URL you would like or that you currently own:

\_\_\_\_\_

Have you already registered this URL? Yes \_\_\_ No \_\_\_

If Yes, we must know the details of the domain registration so that we can arrange hosting. Please answer the questions below about where you registered the domain:

Website where you registered the domain:

\_\_\_\_\_

Login for this site: \_\_\_\_\_ Password: \_\_\_\_\_

If you have not already registered this URL, the registration fee of \$8 will be assessed upon your completion of this order form.

#### 2. Hosting Information

Have you already arranged hosting? Yes \_\_\_ No \_\_\_

If No, we will register you for hosting with Godaddy.com

If Yes, we must know the details of your hosting service, so that we may have access to upload your site.

Please answer the questions below about your current hosting account:

Website where your site is hosted:

\_\_\_\_\_

Login for this site:

\_\_\_\_\_

Password:

\_\_\_\_\_

#### 3. Global Preferences

Do you wish us to include your company logo on the site? Yes \_\_\_ No \_\_\_

Your Logo will appear in the top left-hand corner of all pages of the site, as in the example on the right:

If you would like us to include your logo, you must e-mail the logo to:



Please write your Mission Statement you wish to be displayed at the top of each page of the site:

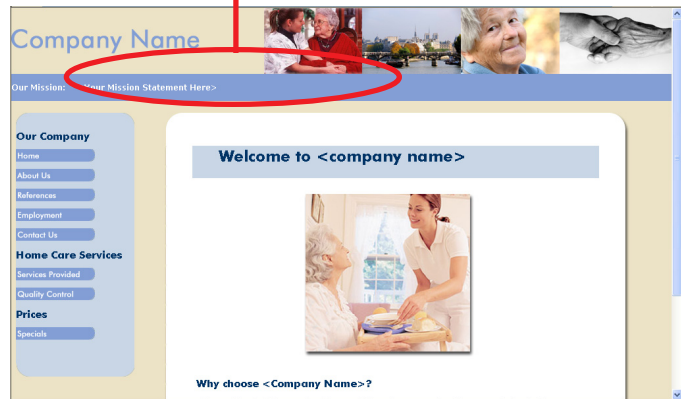
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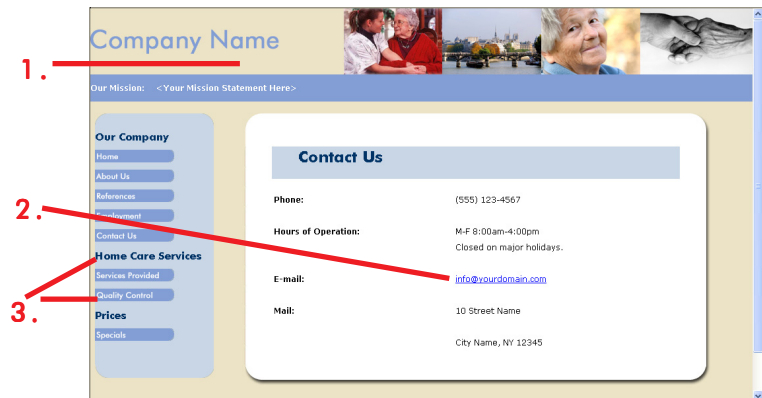
## Color Selections

Please use the color chart located on our website at:

[http://www.thoughtfulsystems.com/web\\_design\\_color\\_chart.asp](http://www.thoughtfulsystems.com/web_design_color_chart.asp)

to reference colors.

1. Background Color: \_\_\_\_\_
2. Link Color: \_\_\_\_\_
3. Heading Color: \_\_\_\_\_



4. **Home Page Text**

Current Text:

Why choose <Company Name>?

•**We are bonded, licensed and insured;** therefore your valuables are protected. •We are selective and employ only carefully screened caregivers. •You may request our supplies, or use your own preferred supplies and equipment to ensure better **safety and hygiene**. •Highly competitive rates. •Exceptional services.

Your requested modifications:

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5. **About Us Page Text.**

Current text:

<Company Name> provides quality residential and commercial cleaning services. We are a locally owned and operated company, has built a great reputation in the community through recommendation and referral by the many happy customers that have already experienced <Company Name> 's professional services. <Company Name> prides itself on its commitment to customer satisfaction. Your satisfaction is our top priority! Our promises to you are a sparkling clean home and your satisfaction, so we invite you to try us for yourself and experience the difference! If you are not satisfied with the services rendered, or if you need to address a concern, please notify our office within 24 hours of the service date.

Your Requested Additions/Modifications:

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**6. References.**

You can enter testimonials from your customers that are satisfied with your cleaning services.

Please provide your testimonials below.

Your Requested Additions/Modifications:

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**7. Contact Us Page**

Mail:

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Phone:

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Fax:

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E-mail:

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**8. Services Provided Page Text**

Current Text:

**Homecare**

- Medication reminders.
- Mobility.

Your Requested Additions/Modifications:

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**Home Cleaning Services**

- Vacuuming and Dusting
- Taking out the trash.
- Straightening out rooms
- Organizing closets and drawers
- Cleaning bathrooms to include sinks, shower, tubs, and toilets.

Your Requested Additions/Modifications:

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**Cooking Services**

- Prepare hot delicious, nutritious meal.
- Grocery shopping at any store the client prefers.

Your Requested Additions/Modifications:

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**Frequency of Service**

Most of our clients use the service Weekly, BI-Weekly or Monthly: One time and Occasional service are also available

Your Requested Additions/Modifications:

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**Payments**

We accept debit and major credit cards. All payments are handled through the office at time of scheduling and are charged once service is rendered.

Your Requested Additions/Modifications:

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**Cancellation Policy**

If you wish regular service, you will be scheduled indefinitely in advance in order to reserve your day. However, if you need to postpone or cancel service, please notify our office at least 2 BUSINESS DAYS in advance.

Your Requested Additions/Modifications:

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**9. Specials Page Text**

Current text:

**Save \$50!**

Order 5 regular services and receive \$10.00 off per service.

Your Requested Additions/Modifications:

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**Get a FREE Visit!**

Schedule 10 visits online to receive the 11th VISIT FREE!

(This offer not valid with any coupons, online offers or discounts.)

Your Requested Additions/Modifications:

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**Referral Program**

Refer a new customer to **<Company Name>** and receive \$50 off of a bi-weekly cleaning. Referral is redeemable after 30 days.

Your Requested Additions/Modifications:

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**9. Order Instructions**

Name:

\_\_\_\_\_

Business Name: \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Card to be used for the \$250 fee:

Card Type:            VISA    MC    AMEX    DISC

Credit Card #:

\_\_\_\_\_

Expiration:            \_\_\_\_/\_\_\_\_

CCV#                    \_\_\_\_\_

Card to be used for the \$8 domain registration fee (if necessary):

Same as for Site Fee

or

Card Type:            VISA    MC    AMEX    DISC

Credit Card #:

\_\_\_\_\_

Expiration:            \_\_\_\_/\_\_\_\_

CCV#                    \_\_\_\_\_

Card to be used for the \$8/month Godaddy hosting fee:

Same as for Site Fee

or

Card Type:            VISA    MC    AMEX    DISC

Credit Card #:

\_\_\_\_\_

Expiration:            \_\_\_\_/\_\_\_\_

CCV#                    \_\_\_\_\_

I, \_\_\_\_\_, certify that the above card is registered to me, and I acknowledge and consent for the merchant, Thoughtful Systems, Inc., to charge the amounts detailed above for the services and products specified in this form.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please fax form to: (347) 987-3927 to complete your order.**

**Questions? Contact Thoughtful Systems at: 800-759-2532 (Toll Free) 1-718-369-0608 (USA)**