



# **Website Design Questionnaire**

**headoffice Document**  
*Distribution Restricted*

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## Introduction

Headoffice can build a custom-designed website for you that will accurately reflect your business values and the outstanding features of your products and services. It is essential that you spend the time and effort to know and acquaint ourselves about your business and products prior to embarking on a website design.

Prior to completing your questionnaire, you need to precisely reflect on the following:

- Your objectives for your new website,
- The features of your products and/or services,
- Your business mission,
- Your target audience, and
- The image you wish to portray.

## Work Process

1. Website Development Team completes website questionnaire.
2. Team compiles collected data (collect any missing data with coordination between all interested parties).
3. Team sends an outline (Website Brief), budget and timeline of development to Client Management for perusal and written approval.
4. Management reviews proposal, approves budget and sends development permission to headoffice team.
5. Headoffice begins development work!



Check your preferred method for us to contact the Liaison Person:

Communications		Please Select		Please Select		Time From - To
	Fax		Morning		Saturday	—
	E-mail		Afternoon		Sunday	—
	Telephone		Evening		Monday	—
					Tuesday	—
					Wednesday	—
					Thursday	—

## § 2 Contact Information for Your Customers

### Contact

Company Name

Company Address

Company Contact Numbers (Same as above  Yes  No)

Telephones  Ext.   Ext.

Fax

Mobiles

Company Main E-mail Address

# § 3 Strategy Information for Website Use

## *Branding*

What is your brand personality?.....

Define the personalities and your mindset that are linked with your brand .....

Indicate your Points of Sale: .....

What is your distribution/operations style? .....

What is your marketing style? .....

What is the emotion that your brand provides? .....

What are the snapshots your brand generates when you think of it? .....

What is your brand insight/signal? .....

What is the position of your competitors, if any? .....

What are your product categories? .....

What are the categories your brand is playing? .....

What are the social symbols your brand carries? .....

What is the specific trigger your brand pulls to prove its uniqueness, in terms of product/psychological benefit?

What is the requirement to establish the product and how do you creatively conceive your product communication?

.....

Are there any particular moments when your brand thoughts and feelings are strongest?.....

.....

How will you measure this web design project's success?.....

What is the single most important thing you want this creative work to convey?.....

## Mission & Vision

Do you have a corporate mission statement?  Yes  No

If yes, what is it?.....

If no, should the Team develop one for you?  Yes  No

Company Tag Line or Slogan:.....

Define a long-term view of your business, service or organization:.....

Please select five adjectives to describe your company:.....

## Customer Profile

Who is your target market? Who are you hoping to reach with your site? .....

What kind of customer base/type are you targeting for this site?.....

What would you consider to be the age group of your target audience?.....

List your best customers by type of business or consumer profile.....

Why are they the best?.....

Do you or your staff make an effort to personalize your contact with the customer?  Yes  No

If yes, how?.....

What are your Target groups (TG's) browsing habits? .....

What do you want people to see and know?.....

Please provide additional comments about your target market: i.e. geared toward sports, bargain shopping, well-traveled etc. Any additional information would be helpful.

---

---

Is your website primarily targeted for existing customers, new customers, or both?

- Existing Customers     New Customers     Both

Average Monthly Income of target customers:

- Under Tk. 5,000     Tk. 5,000—Tk. 9,999     Tk. 10,000—Tk. 24,999     Tk. 25,000—Tk. 49,999     Tk. 50,000—Tk. 69,999  
 Tk. 70,000—Tk. 99,999     Tk. 100,000 and up

For median age of target customers, you may choose more than one.



*Design Note: Keep in mind that the age group you are targeting can greatly affect the design of a website:*

- Age Under 10     10-14     15-19     20-29     30-35     36-45     46-55     56-65     66 and up

If any of these apply to your target customers, please let us know. You may select more than one.

- Family     Male     Female     Teen     Married     Single     Divorced

Is religion an issue with your website?     Yes     No     Details .....

Are there any other customer-related ideas, comments or questions you should keep in mind while designing your project?

---

## Marketing: Products & Services

What are your specific project objectives for your website?.....

What business, products or services do you plan to promote on your website: .....

---

Are you showcasing a representative group of products or presenting specific items to sell?

- Representative     Group     Specific Items

Please list your brand guidelines: slogans, mottos, strap lines and/or catch phrases that you use in marketing your business.

.....  
.....

Hours of operation?.....

Do you wish for your web site to reflect the look and feel of your marketing literature, or something completely different? (If staying with the same format, please provide copies of brochures, business cards, etc.)     Remain the same     Completely different

What is your business? .....

.....

What do you want your website to do for your clients?.....

.....

What key messages do you want to convey on your website? .....

.....

So that we may have a better understanding of the type and depth of services your website project will require, please explain in as much detail as possible what your plans, goals, needs, and/or objectives are, as they relate to your products, services, retail, wholesale, etc.: .....

.....

## § 4 Website Content Acquisition


### *Content*

Who will provide the graphics for your project? (If applicable)

- headoffice     Third Party

Estimate the number of scanned images needed?

Who will provide the scanned images?  headoffice  Third Party

 Note: For printed photographs, we recommend .tiff, .jpg, .bmp formats. Minor editing is included. (For more complex photo editing, a rate sheet is included.)

Will you be providing photos of the staff?  Yes  No


Will you be providing complete bio-data of the staff?  Yes  No

Will you be providing just names, titles and responsibilities?  Yes  No

Do you want to arrange for a professional photography session?  Yes  No


 Logistics Note: We will also need staff information to publish with photos.)

Who will provide the copy (text)?  headoffice  Third Party

 Note: 1,200 words per page and .doc or .txt formats preferred. Please do not use any specialized formatting as we will strip all tags from your document. Minor editing is included. We are an environmentally-friendly company and discourage use of paper where it is not mandatory.

Will your website be multi-lingual?  Yes  No If yes, please select all languages that apply:  
 English  Bangla  Other .....

Do you want to provide access for low-bandwidth (56k modem) users?  Yes  No

 Note: If yes, we can design a choice for users where they can choose a high- or low-bandwidth site upon entering your website. Note: the low-bandwidth site will contain mostly text and very few graphics so that download times are noticeably faster. This is advisable for low-bandwidth users.

## Domain Information

Do you have an existing website?  Yes  No. If yes, what is the URL?

www. ....  .com  .biz  .bd  .org  .net  . .....

What do you not like about your current website: .....

What hosting platform are you considering for your Website?  Windows  Unix  Linux  Not sure

If you do not have a domain name, what are your ideas for the name of your website?.....

.....

If you want headoffice assistance in ordering a domain name, please complete:

- 1st Choice      www. .... .com
- 2nd Choice      www. .... .com
- 3rd Choice      www. .... .com

Please list the email addresses you would like to establish:

- service@ourdomain.com                       sales@ourdomain.com                       ourname@ourdomain.com
- info@ourdomain.com                               ourstaffnames@ourdomain.com                       .....@ourdomain.com
- .....@ourdomain.com       .....@ourdomain.com

## Navigation Categories

Navigation categories are the skeletal structure that holds together the site. It is imperative to organize and present it thoughtfully and sensibly since a confusing layout will drive customers away from your website and may result in loss of business. Good navigation aids in customer browsing, longer visit times and better knowledge of your company.

For good website navigation design, indicate your desired website content by checking the applicable boxes below:

- 1  Company History                      6  Chairman's Message                      10  Contact Information
- 2  Dealer Information                      7  FAQ's                      11  Headquarters and Branch Locations
- 3  Pricing                      8  Privacy Policy                      12  Products
- 4  Services                      9  Site Map                      13  Other Links/Related Links
- 5  Physical Directions

Please indicate logical links for the above (connect the numbers. E.g., 5, 9, 10, & 11). .....

These are the most common navigation options used by most companies. There may be other navigation categories and/or information you may wish to share or provide to your clients that is specific to your business—please take a moment to think carefully about this issue.

Additional navigation elements:

<input type="checkbox"/> .....	<input type="checkbox"/> .....	<input type="checkbox"/> .....
<input type="checkbox"/> .....	<input type="checkbox"/> .....	<input type="checkbox"/> .....
<input type="checkbox"/> .....	<input type="checkbox"/> .....	<input type="checkbox"/> .....

If you are unsure what names to give to the navigation links, then please just describe the type of information you will be providing and headoffice will help you create the

best navigation names .....

.....

## *Design Information*

Are there any websites that you particularly like? Please let us know their URL (Uniform Resource Locator / website address) and exactly what it is you like about each: the design, navigation, color scheme, general look and feel or whatever strikes you as appealing. These do not have to be sites whose business is similar to yours. This feedback helps us determine your design style.

Website URL's (addresses):

http://www. ....

http://www. ....

http://www. ....

Tell us what you like about each site.

Site 1: .....

Site 2: .....

Site 3: .....

When thinking about your company, what images come to mind? .....

Are patterns or designs acceptable or not?  Yes  No

Does your business have any particular colors, symbols, shapes, etc. you use in other areas or advertising such as rural market, direct marketing, customer promotion, etc.?  
.....

Do you have a color scheme or an idea about how you want your web to look that you should implement/know about?  
.....

Please check colors preferences for your web site:

- Blues  Reds  Purples  Yellows  Greens  Oranges  Beiges  Black  Grays  .....

Briefly describe what look you want for your website? Check all that apply for your business image:

- |                                     |   |                                  |  |                                       |                                       |
|-------------------------------------|---|----------------------------------|--|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> aggressive | <input type="checkbox"/> corporate                | <input type="checkbox"/> modest  | <input type="checkbox"/> dynamic         | <input type="checkbox"/> fast-moving  | <input type="checkbox"/> contemporary |
| <input type="checkbox"/> optimistic | <input type="checkbox"/> conservative             | <input type="checkbox"/> serious | <input type="checkbox"/> elegant         | <input type="checkbox"/> professional | <input type="checkbox"/> creative     |
| <input type="checkbox"/> spiritual  | <input type="checkbox"/> expensive                | <input type="checkbox"/> upscale | <input type="checkbox"/> restrained      | <input type="checkbox"/> informal     | <input type="checkbox"/> peaceful     |
| <input type="checkbox"/> wholesome  | <input type="checkbox"/> environmentally-friendly |                                  | <input type="checkbox"/> family-friendly |                                       |                                       |
| <input type="checkbox"/> .....      | <input type="checkbox"/> .....                    |                                  |  |                                       |                                       |

Is your logo available in digital format?  Yes  No. If yes, list format(s):  
 .psd  .ai  .png  .jpg  .gif  .svg  .wmf  other .....

Are you pleased with your logo or ready to update it?  
 We are pleased  We are ready to update your logo  We are not ready to make a decision

If you are not ready to update your logo, are you allowed to modify it by adding 'drop shadows' or '3D effects'?  
 OK to modify for the website  Do not modify for the website

Will there be images that you would like on your site?  Yes  No  
Should you research and use your own images?  Yes  No

If you use your own images or contract with a photographer for photography, how many photos/images would you like to contract for your website? .....

Please state the type of images you would like to use .....

Do you have a corporate visual identity (a customized non-stock logo, special typeface, special graphics and color scheme carried out throughout your office, stationery, business cards, etc.) that will be used on the website?

Yes  No If yes, please provide the typeface name(s), and submit all graphics in a digital/soft copy format. And, please describe how you can obtain them.

## Logistics

Do you already have all the content/information written, prepared and ready to be inserted in your new website?

Yes  No

If you have any of the following that contain information relevant to your website, acquire them:

- Word documents       Order forms    Other document files    Brochures    Printed material
- PDFs                       Catalogs       Advertisements       Current (printed or on disk) promotional pieces (list the pieces that you have) that has

website content-related information that represents us appropriately.



Production Note: We will incorporate some of this information into your web design. We realize that you know your business best and your input is always welcome and useful.

Do you want content management (the ability to modify pages)?  Yes  No

When your web is complete and operating, how do you intend to maintain it?

- Have headoffice do it    Client's in-house website development staff will do part of it    Client will do all of it

Will your staff need training?  Yes  No

To provide designers with an indication of what you are looking for design-wise, list up to 3 Web sites (URLs) of your competitors and/or URLs you like.

- www. ....  .com    .biz    .org  .....
- www. ....  .com    .biz    .org  .....
- www. ....  .com    .biz    .org  .....
- www. ....  .com    .biz    .org  .....

Select the approximate size of your new website:

- Single Page       2-10 pages       11-20 pages       21-50 pages       51-100 pages       Other ..... pages

## Features

Purpose of Web Site: (Check all that apply)

Select the service(s) needed, check as many as apply to your Web Design project:

- Backend integration
- Business Website Design –  Small,  Mid-Sized,  Large,  Mega Business
- Catalog needed
- Chat Function/IRC
- Database needed
- Domain Registration and Setup (Registration, Application and Redirecting)
- E-Commerce Website Design
- Flash
- Help Site
- Increase awareness of products and services
- Informational
- Internal search engine on your website
- Intranet
- Log-in/Password-protected pages
- MS Back Office Integration needed
- Non-Profit Website Design (Single page is free - all others at reduced rates.)
- Online Shopping, Secure Transactions or Shopping Cart
- Other Services Required (see below)
- Personal Web Site Design
- Portal
- Re-design an existing Business Website
- Retail Brick & Mortar Store Promotion
- Security-enhanced pages/sections
- Site Maintenance Services (Updating, Search Engine Submittals, etc.)
- Strategic Consulting
- Streaming Audio/Video and/or Music on the Web Site
- Virtual community
- Website Marketing
- Website Marketing Consulting and/or Promotion of the Web Site
- Wholesale

Check below the specific web services you already know you want.

- Tell-a-friend page (AKA *viral marketing*)
- Custom web-oriented copywriting
- Automatic sequenced emails (aka *permission marketing* and *auto responders*)
- Statistics (useful for analyzing behavior and availability depends on your web host)

If "Other Services Required", please explain:.....

Do you wish to utilize Web mail?       Yes    No   *(Note: This depends on your web host.)*  
Will you be accepting e-mail?       Yes    No   *(Note: This depends on your web host.)*

Do you wish to incorporate any of the following?

- Yes    No      Online customer guestbook
- Yes    No      Search feature
- Yes    No      Log-in restricted customer access
- Yes    No      Company screensaver for customer download and install (*Highly recommended*)
- Yes    No      Company computer wallpapers for customer download and install (*Highly recommended*)
- Yes    No      Log-in restricted dealer pages
- Yes    No      PDF product sheets

If you deal with a lot of paper, how do you currently handle the paperwork?.....

.....  
.....



*Note: We can provide electronic/soft copy solutions to many of your paperwork problems. E.g., we can archive your customer data, create databases, transform public documents in PDF format for inclusion in your website, and/or develop an intranet for your internal company communications needs including total networking solution within your building, your city or within the country. (We need to discuss these solutions.)*

Do you plan on listing all of your products or services on your website?       Yes    No  
Do you want to accept credit cards online?       Yes    No

How heavily do you want to market your site using search-engine positioning, online promotions, links, and/or direct marketing?    None    Light    Moderate    Heavy

## Website Goals

What general goals do you want your website to accomplish? Please click all that apply and assign an importance rating.

- |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Announce new company name and services
- |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Answer FAQs
- |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Build an e-mail list
- |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Commerce (sell products)
- |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Educate about your company, service or product
- |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Highlight specials or discounts? If yes, periodic website updates are necessary.
- |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Improve customer service
- |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Increase the image/prestige of your business
- |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Keep customers current on changing information
- |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Keep your salespersons connected
- |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Leverage other advertising
- |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Provide a calendar
- |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Provide articles to visitors
- |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Provide audio or video
- |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Provide detailed product information
- |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Provide free information as a public service
- |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Provide links to other websites
- |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Provide map or directions
- |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Provide photos specific to your company

- |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Provide testimonials
  - |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Announce a new product launching (1= low importance, 5=high importance)
  - |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Reduce your overhead (postage, printing, etc.) by use of soft copy documents, i.e., PDFs
  - |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Test a new sales letter or perform test-marketing
  - |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Increase customer traffic to your store or office?
  - |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

 Promote your company's environmentally- and/or ecologically-aware identity? If yes, how?
- 

If you are minority-owned, do you wish to promote your minority ownership status.  Yes  No.

If yes, how? .....

Highlight awards, and/or commendations that your company has won?  Yes  No. If yes, please specify: .....

Highlight involvement in any community services?  Yes  No. If yes, please list. ....

Share any personal information about the owners/chairman/primary stakeholders, etc. that you feel comfortable becoming public knowledge? For instance, education, background, how or why you/your owner started the business, etc.

Introduce the members of your staff that will either be in contact with the public or are key to the service or product you offer?  Yes  No

Highlight the guarantee of your merchandise or work.  Yes  No. If yes, please provide a copy of your guarantee.

Describe other general goals not described above.....

What is the single most desired action for a visitor to take while at your website?

- Call a phone number
- Fill out a form
- Sign up for a mailing list
- Make a purchase
- Request a free report
- Choose your company over a competitor
- .....

What other important actions do you desire for visitors to take while they are at your website? .....

.....

.....

## E-Commerce

If you plan on selling products from your website, please tell us a little about your product line include general description, number of categories, special ordering procedures, how many products you offer, how often products change, and any thing else that will help us analyze your commerce requirements. (Separate documentation, if necessary.)

Are you intending to do e-commerce now or in the future?  Yes  No  Maybe

If you are developing a retail site, how many products (SKUs) do you plan to sell online?

Please select one

- 1 - 25 Items
- 25 – 50
- 50 – 100
- 100 – 250
- 250 – 500
- 500 - 1,000
- 1,000 - 5,000

Options–Sales, Discounts, Promotions, Seasonal Attractions, etc. ....

Would you consider an online coupon or some other incentive for online shoppers?  Yes  No

If yes, please describe. ....

Is your business geographically constrained?

- Yes  No
- If yes, please describe a geographic region you wish to target .....

- Will you accept?
- Cash
  - Postal Money orders
  - Personal Checks
  - Business Checks
  - Credit Cards
  - Paypal Transactions
  - International Drafts
  - International Credit Cards
  - Other .....

# Search Engine Development

If you want to be found in Internet search engines and you already know the “search terms/meta tags” you want to be found under in the search engines, please list a few of those terms below:

.....  
.....

If you use MS Excel, you may compile your search engine research into Excel format which makes analysis easier. (Availability depends on your web host). If you do not wish to avail yourself of this service, we will ask your webhost to email the information to us as a text file.

- Yes, you want this service.     No, just send us the text file.

## § 5 Budget

We are interested in pricing on:

- Web Design     Web Hosting     Web Marketing

Please indicate the time frame you are targeting for the completion of the design services you require:.....

.....  
.....  
.....

What is your estimated budget for this project?

- Tk. 20,000 to Tk. 49,999    B  Tk. 50,000 to Tk. 99,999    C  Tk. 100,000 to Tk. 199,999    D  Tk. 200,000 to Tk. 499,999    E  Tk. 500,000 plus

Please discuss: .....

.....  
.....

## § 6 headoffice Outreach

How did you hear about headoffice?

- |   |  |  |   |                                    |
|---|--|--|---|------------------------------------|
| <input type="checkbox"/> Search Engines | <input type="checkbox"/> Advertisement             | <input type="checkbox"/> Referred by friend or associate           | <input type="checkbox"/> Other Referral | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Trade Show     | <input type="checkbox"/> Current headoffice Client | <input type="checkbox"/> Linked to us from a website you developed |   | <input type="checkbox"/> Other     |

Please discuss: .....

.....

## § 7 headoffice Action

### *Follow-up*

headoffice will now do the following:

1. Compile collected data (collect missing data with coordination between Team, Client and others.)
2. Prepare an outline (Website Development Synopsis)
3. Send the synopsis to Client for perusal and written approval
4. Formulate a budget and timeline of development
5. Approve budget and work order
6. Begin development work!

## § 8 Work Timeline

## Design Options

**Text-based**

- Text for fast-loading website
- Some graphics heavily optimized for fast loading times
- Older-browser friendly

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HTML & CSS**

- Text
- HTML code (HTML 4.0 compliance)
- CSS
- Graphics - multiple range from thumbnails to full size

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Flash and Other Animation**

- Text, HTML and CSS
- Flash
- Flash graphics
- Other animation as required
- Printable pages
- Downloadables:

- PDF
- Word

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Terms & Conditions

- Credit Line** All external links, trademarks, copyrights, service marks, etc. must be acknowledged. headoffice credit. Photographer credit.
- Payment** 40% advance, 20% paid after approval of final design, 40% final payment after website complete.
- Coordination** All interested parties need to supply headoffice with all required information in a timely manner.
- Delivery** A website design will be delivered to Client Management in a CD-ROM. A COLOR CHART and COLOR PRINT of 2 pages including cover page will be given

Note: Optionally, a PowerPoint presentation may be provided.

### Website Coordinator

\_\_\_\_\_

cell: \_\_\_\_\_

e-mail: \_\_\_\_\_@h-office.com

### headoffice Contact Information

address: 37/B Indira Road, Dhaka 1215, Bangladesh

cell: \_\_\_\_\_ | fax: 913-8441 | office: 913-8265

e-mail: info@h-office.com

### NOTES

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_