

## Company Information

Company Name: _____	
Company Address: _____	
Contact Name: _____	
Contact Phone: _____	Contact E-mail: _____
Thomas Rep Name: _____	Date: _____

## Content and Navigation

### What is this and why is it important?

Before ThomasNet can start to build your website we need to know who you are and what you would like to say about your business. This section will enable us to get the necessary information from you ahead of time so we can design and build your website in the most efficient manner possible.

### Section 1: Materials Checklist and Website Configuration

*Note: Do not send original material. Materials received for a project will not be returned.*

#### Ideal materials to begin production:

- Art supplied on disk (photo, logos, etc.) should be RGB TIFF, JPEG, or GIF formats at 72dpi or higher, and at least 100% of the size it will appear at. Other graphics formats will be accepted as possible.
- Art supplied as hard copy must be clean and of high quality for scanning. Don't write on the original art, make a copy.
- We are not responsible for the quality of images produced from physical prints that are not clean, clear, and of high quality. Please contact Thomas Interactive with any questions at 1-877-THOMNET (1-877-846-6638).

	Included	Client to Provide	N/A
<b>Logo(s) to be supplied</b>			
From digital file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From printed material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Photos to be supplied</b>			
As digital files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As prints to be scanned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contact Information</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other available materials *</b>			
Brochures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spec sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Direct mail piece	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catalogs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify, i.e. Powerpoint, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\* For increased accuracy of copy, please submit electronic versions of your content instead of hard copy printouts**

#### Design

If Web Solutions Pro, please select a starting design # \_\_\_\_\_ from the Thomas Library  
[http://tprod.proofstat.com/homepages/wsp\\_forms/DesignPortfolio/DesignPortfolio.pdf](http://tprod.proofstat.com/homepages/wsp_forms/DesignPortfolio/DesignPortfolio.pdf)

If Web Solutions Advanced please provide any initial instructions for custom design. Follow-up calls will be scheduled

#### Graphics Standards

Corporate colors (RGB, CMYK, or Pantone value) \_\_\_\_\_

Special fonts (for use on the logo or other graphics only) \_\_\_\_\_

Other \_\_\_\_\_

**Section 2: Tell Us About Your Business**

What does your company do?

What specific products/services do you provide?

Why should a customer choose your company?

What geographical regions do you serve?

What certifications and/or affiliations do you want your customers to know about?

What else would you like a customer to know about your company? Can you answer any other questions that a first-time customer typically asks?

**Section 3: Website Navigation/Pages** (each item counts as one page).

	# Pages This Sect.	Page Total	Source(s): File, Paper, URL Please be specific
<input type="checkbox"/> <b>Home (required)</b> Consists of copy focusing on capabilities and/or products offered, mission statement, minority or woman owned status, etc.	1	1	
<input type="checkbox"/> <b>About Us</b> Brief background about company, its history, divisions, etc.			
<input type="checkbox"/> <b>Products page(s)</b> Categorized by main headings and then by subcategories if necessary. List product pages: _____ _____ _____			
<input type="checkbox"/> <b>Our Process</b> Explain the processes you use. How you do things, etc.			
<input type="checkbox"/> <b>Services</b> A list of available services and capabilities.			
<input type="checkbox"/> <b>Industries/Markets Served page(s)</b>			
<input type="checkbox"/> <b>Request for Information</b> Through a simple form submitted to designated e-mail address			
<input type="checkbox"/> <b>Request for Quote</b> E-mail form to ease information gathering about a customer's needs			
<input type="checkbox"/> <b>Literature</b> Can include advertising, materials and references PDFs, guides, warranty information, spec and data sheets, glossary			
<input type="checkbox"/> <b>Contact Us (include directions, business hours, etc.)</b>			
<input type="checkbox"/> <b>Product News Feed (from ThomasNet Product News Network)</b> Select category _____ For list of categories visit <a href="http://news.thomasnet.com">http://news.thomasnet.com</a>			
<input type="checkbox"/> <b>Company News/Events page</b>			
<input type="checkbox"/> <b>Technologies</b> The technologies used to create your products or how they are used.			
<input type="checkbox"/> <b>Certifications</b> Could contain ISO sheets or other information			
<input type="checkbox"/> <b>Case Studies</b> Include samples of successful jobs/projects			
<input type="checkbox"/> <b>Associations/Affiliates page</b> A great way to include reciprocal links for search engine optimization			
<input type="checkbox"/> <b>Distributors</b> If your products/services are resold and distributed by others			
<input type="checkbox"/> <b>Jobs/Careers</b>			
<input type="checkbox"/> <b>Locations</b> If you have more than one factory, showroom, etc.			
<input type="checkbox"/> <b>Site Map</b> Recommended to help improve SEO performance			
<input type="checkbox"/> <b>Custom/Other</b> _____ _____			

## Domain/URL Setup

### What is this and why is it important?

Your domain/URL is what a visitor types into their browser when they want to visit your website. As part of our service, we will transfer this domain to our registrar free of charge and take over its management and renewal costs. We strongly suggest you select this option as it makes setup and maintenance of your ThomasNet website more efficient. The domain is the possession of your company so if at any time you choose to transfer the domain to another registrar we will do so. There are three options available to you:

1. Domain transfer
2. Register new domain
3. No domain transfer. Point from current location to new website

### 1. Domain Transfer

In order for your website to launch successfully the following steps are necessary:

- Please verify that you are listed as the administrative or technical contact for your domain. Check your domain profile at <http://www.betterwhois.com>. If you have questions about how to read your domain profile, please call (800) 451-4231 for assistance.
- If a current, working e-mail address is not listed as the administrative contact for your domain, please call your registrar (Network Solutions, GoDaddy, Register.com, TuCows, etc.) and have yourself listed as the Administrative Contact, and change the e-mail address to one that you check daily.
- Call your current registrar to have the domain unlocked if necessary, or do it yourself inside your registrar's admin section
- After contacting Your Registrar, please call Thomas at the number above.

The Transfer Request to move your domain from your current registrar to ThomasNet will come from Enom.com and must be approved within 48 hours or it becomes invalid and we must resubmit the request. ThomasNet will only resubmit this request twice.

#### Domain to transfer:

http://www. \_\_\_\_\_ .  com  net  org

#### Login information for my current domain registrar (optional but recommended)

Who is your current registrar? \_\_\_\_\_ Username: \_\_\_\_\_ Password: \_\_\_\_\_

#### Domain Transfer Terms and Conditions

- We, the holder of the above domain name, authorize Thomas Industrial Network (TIN) to transfer the above domain name registration to TIN. We hereby represent that we have the full and complete authority as the holder of the domain name registration to initiate this transfer. At your request we will provide documentation that proves that we are the authoritative domain name holder.
- We agree that Thomas Industrial Network (TIN) will not be liable, under any circumstances, for any (a) suspension, loss, or modification of your domain name registration, (b) interruption of business, (c) access delays or access interruptions to this site or the web site(s) accessed by the domain name registered in your name, (d) data non-delivery, corruption, destruction or other modification, (e) events beyond TIN's reasonable control, or (f) the processing of the transfer of the domain name *registered in your name* to TIN. TIN also will not be liable for any indirect, special, incidental, or consequential damages of any kind (including lost profits) regardless of the form of action whether in contract, tort (including negligence), or otherwise, even if TIN has been advised of the possibility of such damages. In no event shall TIN's maximum aggregate liability exceed the total amount paid by you for the services.
- We agree to defend, indemnify and hold harmless Thomas Industrial Network for any loss, damages or costs, including reasonable attorneys' fees, resulting from any third party claim, action, or demand related to breach of our representations and warranties hereunder or the transfer of the domain name registered in our name.
- We represent and warrant that all information provided by you in connection with the transfer of the domain name we are seeking to transfer is accurate and current.

Authorized Signature \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

**Domain/URL Setup (cont.)****2. Register new domain:** 

Please provide three choices in order of preference

http://www. _____.	<input type="checkbox"/>	com	<input type="checkbox"/>	net	<input type="checkbox"/>	org
http://www. _____.	<input type="checkbox"/>	com	<input type="checkbox"/>	net	<input type="checkbox"/>	org
http://www. _____.	<input type="checkbox"/>	com	<input type="checkbox"/>	net	<input type="checkbox"/>	org

**3. I do not want to transfer my domain. Point from current location to new website.** 

You will re-point your company domain from its current location to your new website. You understand you are responsible for the management, renewal, and any other issues that arise out of choosing this option. ThomasNet customer service specialists will provide assistance with its initial setup and implementation.

## E-mail Setup

### What is this and why is it important?

ThomasNet, as part of our service to you, will provide your company with enterprise-level webmail/e-mail services. If you select this option you will be able to access your company e-mail from any web browser with the additional option of having it forwarded to your local e-mail software on your computer, i.e. Microsoft Outlook. No matter what your selection, ThomasNet customer service specialists will assist you with the setup of your e-mail account(s). As with the domain transfer, your participation is an extremely important and necessary part of launching your new website. There are several options available to you:

1. We would like our company to use ThomasNet to host and administer our e-mail. Employees will access their e-mail using ThomasNet's webmail interface
2. We would like our company to use ThomasNet to administer our e-mail but forward all messages to local e-mail software, i.e. Microsoft Outlook, Mozilla, Thunderbird, Eudora, etc.
3. We would like a combination of options 1 and 2
4. We do not wish to use ThomasNet e-mail services as we have our own already in place (a ThomasNet customer service specialist will assist you in coordinating this step with your domain and the launch of your new site)

### 1.2.3. We wish to use ThomasNet e-mail services:

Instructions: In the left-hand column please indicate the e-mail addresses you would like ThomasNet to setup for your company. In the middle two columns indicate whether that e-mail address will be accessed via webmail (browser-based, accessible anywhere) or on the recipient's computer via Outlook or other e-mail software. The right-hand column indicates whether the recipient would prefer to have their company e-mail forwarded to an alternative account.

E-mail Addresses	Access via Webmail?	Access via Local Software?	Forward to other e-mail account?
Sample: <a href="mailto:john@mycompany.com">john@mycompany.com</a>		X	john222@yahoo.com

### 4. We do not wish to use ThomasNet e-mail services as we already have our own in place:

Do you have a Microsoft Exchange Server?  Yes  No

If yes, what is the numerical IP address of the server? (i.e. 442.5.12.821) \_\_\_\_\_

If you wish to keep your e-mail with a specific ISP please specify their name. You will be asked to contact them to obtain the numerical address of the server where your mail is routed \_\_\_\_\_