

44

Questions to ask  
before you hire a  
*designer*

The Web Presence *Boss* Group

## Getting Started

Use this list of questions when you go into your meetings. Print it & keep a record so you can make the best informed decision possible when hiring your designer.

Prior to meeting, ASK ALL of the companies to send you a copy of their contract, terms of service, Privacy Policy, & ask if they will sign an NDA.

Make sure the NDA is signed BEFORE you meet!

If you need online contract signing (and invoices) check out [Dubsado](#).

## Finding Designers

Before scheduling an appointment do a google search. See what you can find about the company.

Discover what kind of reviews they have & who their team members are.

Do they have high turn over of team members?

Do they have a portfolio readily available for you to see?

Is the portfolio conceptual or actual clients?

What is their completion rate?

Do they list pricing?

Be sure this is the team you TRUST to get your project done right.

## Company Information

Fill out the information below to keep track of the information provided while interviewing the different designers & agencies.

Company Name

Address

Who to Contact

How They Prefer Communications

## Hire The Right Design Service Questionnaire

Use these questions to dig in and find out if the service you are considering can in fact help you generate income with the service they are offering you.

What services do you offer?

Web Development

Ecommerce Solutions

Web Design

Membership Solutions

Mobile Apps

eLearning Solutions

Hosting

Traditional Marketing

Content Writing

Digital Marketing

Do you custom design websites?

Custom Code

Custom Graphics

Page Builder

Templates

Do you provide samples of your work?

Testimonials

Case Studies

Live Examples

Static Portfolio

What strategies will you use to generate revenue for my site?

Email Marketing

Affiliate Links

Retargeting Ads

Other

Will you review my current site & analyze it's performance before starting?

How will my website be managed during the build?

What is the design process?

Who is my primary contact?

What are the turn around times?

What happens if there are delays?

## Hire The Right Design Service Questionnaire

- What is your policy regarding buisding websites for my competitors?
- How much time is devoted to analyzing my business, market, & competitors?
- Who will be working on my website?
  - One Person Team       Out Source Team
  - Contractors       On Site Team
- What are the qualifications of those working on my project?
- How long will it take to complete my website?
- How many pages will my website be?
- How much input will I have with my website design?
- What if I don't like the design presented to me?
- What do you need from me to get started?
- will my website be built to expand as my business grows?
- Can you create a logo for my site?
- I already have an established brand, will my website be consistant with it?
- Will you be out sourcing any work?
- How do you price your services?
- What is included in the prices?
- What is the billing procedure for work outside the initial quote?
- Will the site be mobile designed as well?
- Will my site be search engine optimized?
- How do you determine keywords?

## Hire The Right Design Service Questionnaire

- Do you perform other SEO services?
- Do you do A/B split testing?
- What type of content management system do you use?
- Do you offer ecommerce solutions?
- What web standards & practices do you follow?
- What type of IP address will my website have?
  - Shared  Dedicated
  - Dynamic  Static
- Do you offer domain name registration?
- Will I be able to see the website as you're creating it?
- Will the functionality of my website be tested before it goes live?
- Will my current site experience downtime as you update it?
- will I own my website once it's complete?
- Who owns the site's artwork?
- Do you offer web hosting?
- Will social media be integrated into the site design?
- Do you offer on-going maintenance after we go live?
- How do you measure the results after the site goes live?
- Will I be able to access my website statistics without contacting you?

# Notes

## Thank You

If you found this helpful please do [schedule a consultation](#) with me to help you with your website design needs! I'd be happy to answer ALL of the above questions & then some to make sure your needs are fully met!

I'd love to invite you over to my Facebook group:

### [The Web Presence Boss Group](#)

We're a bunch of business owners collaborating & networking! Many of us do live streams, workshops, & share loads of business building information.