

Custom Website Project Intake

How to submit

Complete this form, save it, and email it with your purchase receipt to TheStellarSystem@gmail.com.

1. YOUR INFORMATION

Full name

Best email

Phone (optional)

Business / family / event name

2. PURCHASE / RECEIPT

Order / receipt number

Purchase date

☐ I will attach my receipt to the email.

3. WHAT ARE WE BUILDING?

☐ Birthday

☐ Wedding

☐ Anniversary

☐ Birth / Baby

☐ Memorial / Tribute

☐ Family

☐ Business / Company

☐ Milestone

☐ Other

If other, describe

Event / launch date (if applicable)

Desired website name / title

Look, Feel & Content

4. THE VIBE

Describe the feeling you want visitors to have

Preferred colors

Colors to avoid

Words / phrases that must appear

5. PHOTOS, VIDEO & MEDIA

☐ Photos

☐ Video

☐ YouTube links

☐ Audio

☐ GIFs / animation

Tell me what media you have and how you want it used

6. AUDIENCE

Who is this website for? Include age range or guest/customer type if relevant.

What is the #1 action you want visitors to take?

Features & Domain

7. FEATURES YOU WANT

- | | |
|--|--|
| ☐ RSVP / guest response | ☐ Add event to calendar |
| ☐ Countdown timer | ☐ Photo gallery |
| ☐ Video section | ☐ Audio / music |
| ☐ Contact form | ☐ Map / directions |
| ☐ Schedule / itinerary | ☐ Registry / gift links |
| ☐ Guestbook / comments | ☐ Social links |
| ☐ Payments / checkout | ☐ Booking / appointment |
| ☐ Private / password page | ☐ Downloads / files |
| ☐ Other feature | |

Other feature / special instructions

8. DOMAIN & ACCESS

- ☐ I already own a domain. ☐ I need help choosing / buying a domain.

Domain name (if owned)

Where is the domain registered? (GoDaddy, Namecheap, etc.)

Security note:

Do not email passwords. Access instructions can be handled separately after your project is accepted.

Final Details & Submission

9. YOUR VISION

Describe your dream site in your own words

Websites or styles you like (names or links)

Anything you absolutely do NOT want?

10. CONTENT CHECKLIST

☐ My wording / copy is ready.

☐ My photos are ready.

☐ I need help organizing content.

11. FINAL ACKNOWLEDGMENT

I understand that project timing begins after The Stellar System receives my completed form, receipt, required content, and any necessary access. Requested additions outside the purchased scope may require a separate quote. I will review proofs carefully and provide clear revision notes.

Typed name

Date

READY TO SUBMIT?

1) Save this completed PDF. 2) Attach your purchase receipt. 3) Email both files to:

TheStellarSystem@gmail.com