

# New Clients

Thankyou for deciding to have your web site designed and/or hosted by **Netsite Australia**. We are sure you will be more than happy with our services.

In order to commence your web site, we need some information from you. You can print out this document and complete it by hand, then fax it back to us. This is the fastest way to get started. Alternatively, you can send the information by normal mail (Australia Post). Where information is not applicable, please write N/A or strike through a whole section.

## General Information

Organisation Name: \_\_\_\_\_

Organisation ABN/ACN: \_\_\_\_\_

Organisation Address (for billing) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Facsimile: \_\_\_\_\_

Contact Email: \_\_\_\_\_

## Domain Name

If you have an existing domain name, we will need the name and/or URL of the Registrar, plus the domain password. If your Registrar is Melbourne IT, we will need both your domain name password and your registry key. We may be able to retrieve these for you. If you have any printed or electronic documentation for an existing domain name, please include copies with this document.

Existing Domain Name (if any): \_\_\_\_\_

If you want us to register a domain name for you, we need to know your organisation's official name and Certificate of Registration number or your Certificate of Registration of Business Name number. The preferred way to advise us, is to send us a copy of the relevant Certificate.

Certification of Registration Type (circle):    Company            Organisation            Business Name

Certification of Registration number: \_\_\_\_\_

## Content

To send us your content, such as text and graphics, please email it to newclient at drscc.com.au If you have large amounts to send (eg more than 5MB), including lots of photos or graphic files, we would prefer to receive a CD-ROM.

Please specify any colours that are relevant, eg corporate colours (use <http://netsite.net.au/colours.html> if necessary)

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Do you have a corporate logo? How can you provide it to us? On CD-ROM, via email? etc. If you don't have an original computer graphic file for your logo, but your stationery supplier has it, please ask them to email the file to newclient@drscc.com.au We prefer to receive either a TIFF, GIF or PNG file.

Our standard web page layout includes space on the home page for a corporate catch phrase. If you have one, what is it?

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## E-Mail

If you are using your domain name for E-mail, we can ensure that all mail sent to your domain name gets to you. **Netsite Australia** will reserve a single email address within your domain for its own purposes, all the rest can either be sent to your own mailbox for you to read, or it can be redirected to any other email address. The advantage of using your own domain, is that we can minimise SPAM. Most web sites will include a free "Contact Us" page, which will send your visitor's enquiry to any address you desire, but by default will be enquiries@yourdomain.ext

If you have any queries or special instructions regarding E-mail, please list them here.

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Please send the completed form to:

**Netsite Australia**

ABN: 48 003 403 941

GPO Box 151  
Canberra ACT 2601

Phone: (02) 6295 3286  
Facsimile: (02) 6239 7444  
E-mail: newclient@drscc.com.au

Or fax to: (02) 6239 7444

9am to 8pm, 7 days  
6am to 5pm, 7 days  
(read at least twice daily)