Wintercorn Project Checklist

Client

Company Name	
Primary Contact	
Position	
Primary Email	
Invoicing Contact	
Position	
Signing Authority?	
Invoicing Email	
Postal Address	
Telephone(s)	
Skype	
Holidays Planned	

Wintercorn

Primary Contact	
Position	
Primary Email	hello@wintercorn.com
Secondary Contact	
Position	

Secondary Email	
Postal Address	The Union Building, 51-59 Rose Lane, Norwich, Norfolk, NR1 1BY
Telephone(s)	0800 228 9933
Website	www.wintercorn.com
Skype	wintercorn.com
Holidays Planned	

Existing Site

Domain(s)			
Hosting Firm Name			
Hosting Platform			
Admin Login	username		password
FTP Login	username	password	ip address / domain
Hosting Login	username		password
Old Site Contact			
OK To Contact?			

Domain Names

Existing Domains		
Registrar		
Registrar URL		
Registrar Login	username	password
New Domains Reqd		

Hosting

Managed Hosting?	
Cloudflare?	
Platform	
Location	

Analytics

Current Analytics		
Proposed Analytics		
Analytics URL		
Analytics Login	username / email	password

Launch Schedule

Firm Launch Date?	
Tied to Event?	
Event Date	

Integration

External Systems	
Internal Systems	
Future Systems	
Integration Notes	

Languages

Default Language	
Secondary	
Others	

Traffic

Previous Bandwidth	
Previous Uniques	
Registered Users	
Expected Bandwidth	
Expected Uniques	
Expected Users	

Email Accounts

Username	Domain	Forwarder
On-site IT Contact?		
Name & Email		

Wintercorn do not provide hardware support.
Your office should have an on-site or local IT contact to configure your email accounts.

Content

Do You Have Content Available?	
Who Is Responsible For Content?	

Checklist Approval

The preceeding checklist is correct and there are no other issues which may affect the project timeframe, scope and budget. By providing login details you authorise Wintercorn to access the relevant sites for the purpose of evaluating and completing the project.

Client Name			
Client Signature			
Date			