

**YOUR PROJECT MANAGEMENT TEAM:**

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**CONTACT INFO:**

COMPANY	_____			
WEBSITE URL	_____			
CONTACT(S)	NAME _____	PHONE _____	EMAIL _____	ROLE _____
	NAME _____	PHONE _____	EMAIL _____	ROLE _____
	NAME _____	PHONE _____	EMAIL _____	ROLE _____
	NAME _____	PHONE _____	EMAIL _____	ROLE _____

**BRANDING:**

COLLATERAL	<input type="checkbox"/> BRAND STYLE GUIDE	<input type="checkbox"/> LOGO (SVG, AI, JPEG)	<input type="checkbox"/> PART / PRICE / INVENTORY LIST	<input type="checkbox"/> MEDIA LIBRARY
	<input type="checkbox"/> DESIRED CATEGORIES (MENU)	<input type="checkbox"/> LOCATIONS	<input type="checkbox"/> REP LISTING	<input type="checkbox"/> DISTRIBUTOR LISTING
FONT REQS	_____			
COLOR REQS	_____			
COMPETITOR URLS	_____			
LIKED URLS	_____			
SOCIAL PAGES	<input type="checkbox"/> LINKED-IN	<input type="checkbox"/> FACEBOOK	<input type="checkbox"/> TWITTER	<input type="checkbox"/> INSTAGRAM
	<input type="checkbox"/> MORE:	_____		

**EMAIL**

SEND-FROM	EMAIL: _____	SMTP HOST: _____	USERNAME _____	PASSWORD _____
	PORT _____	SECURITY: <input type="checkbox"/> STARTTLS	<input type="checkbox"/> SSL/TLS	<input type="checkbox"/> USE distymanmail.com (default)
CONTACT EMAILS TO	_____			
SAMPLE REQS	<input type="checkbox"/> NO	<input type="checkbox"/> YES and sent to: _____		
QUOTE REQUESTS	<input type="checkbox"/> NO	<input type="checkbox"/> YES and sent to: _____		

**APPLICATIONS:**

E-COMMERCE	<input type="checkbox"/> NO	<input type="checkbox"/> YES, then PAYMENT PROCESSOR _____
EMAIL SIGN UP	<input type="checkbox"/> NO	<input type="checkbox"/> YES DO YOU HAVE AN API? _____
CHAT BOT API	<input type="checkbox"/> NO	<input type="checkbox"/> YES DETAILS: _____
ANALYTICS	<input type="checkbox"/> NO	<input type="checkbox"/> YES DETAILS: _____
OTHER API	<input type="checkbox"/> NO	<input type="checkbox"/> YES DETAILS: _____
OTHER API	<input type="checkbox"/> NO	<input type="checkbox"/> YES DETAILS: _____

**ATTACHMENTS:**

RELATED DOCS	<input type="checkbox"/> STATIC PAGE KEYWORDS WORKSHEET	<input type="checkbox"/> CATEGORY PAGE KEYWORDS	<input type="checkbox"/> LINE CARD KEYWORDS WORKSHEET
	<input type="checkbox"/> SHIPPING API WORKSHEET		

**SET-UP:**

MULTIPLE LOCATIONS / INVENTORIES / PRICES: \_\_\_\_\_

WILL BE USING MAIN PRODDUCTS + VARIANTS  NO  YES

PRODUCT ATTACHMENT TYPES (PDF/JPG/PNG/ ARE STADARD) \_\_\_\_\_

SHIPPING \_\_\_\_\_

 ON CUST ACCT  PREPAID - - do you have weights & sizes?INVENTORY - AVAILABLE FOR SALE  NON-STOCK ITEMS  STOCK-ITEMSPRICING:  CUSTOMER TIERS  FLATE RESALES  COST + MARGINSTERMS & CONDITIONS AT ORDER  NO  YES

CUSTOM QUESTIONS AT ORDER \_\_\_\_\_

ORDER MANAGEMENT  NO  YES

- STATUS' REQUIRED (placed, confirmed, updated, shipped) \_\_\_\_\_

**PLATFORM OPTIONS**

WEB SUITE \_\_\_\_\_ (quantity of parts + variants to list)

OPL DATA REQUIRED  NO  YES for # of parts \_\_\_\_\_PDF REMARKETING  NO  YES for # of pdfs \_\_\_\_\_

SERVICE / RESOURCES REQUIRED

PRODUCT DATA MANAGEMENT  NONE  SEO  WRITING  ROBOT SCRAPE  CLEAN-UPHOME / PROFILE PAGE DESIGN  SELF  3RD PARTY DESIGNER  DISTYMAN SUPPORT**CUSTOMIZATIOMNS**

CUSTOM DEVELOPMENT (please describe)

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HOSTING OF OTHER APPS: (please describe)

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OTHER UNIQUE REQUIREMENTS: (please describe)

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