



Store Planning Worksheet

This **STORE PLANNING WORKSHEET** is designed to be **used over the phone** as a communication piece with a 4SureLink Account Executive. Don't worry if you can't fill it out completely on your own, though try to figure the number of products, products with options, and categories before we talk. When completed this allows us to give you an accurate price quote for your store. It should be used in conjunction with the Website Planning Worksheet and the Website Design & Maintenance Agreement.

	Store Name:
1.	Store-Building Software <input type="checkbox"/> Open PayPal Store (small store – up to 10) <input type="checkbox"/> Open Standard Store (medium store – up to 100 products) <input type="checkbox"/> Open Market ShopSite Pro (medium stores 100 to 2,000+ products) <input type="checkbox"/> Professional Database-Driven Store(catalog stores 1,000-100,000 products) <input type="checkbox"/> Other
2.	Type of Sale <input type="checkbox"/> Retail (sale to end user) <input type="checkbox"/> Wholesale, business-to-business (to resellers or manufacturers) <input type="checkbox"/> Desire to do both
3.	Products
	Type of Products:
	How many products (separate SKU numbers) do you plan for your store? _____.
	Do these SKU numbers represent different colors or sizes for the same product? Yes____ No____

	<p>Options (color, size, etc. in a drop-down menu). This number of products _____ has an average of ___ options each. Did you count each of the options as a different product above? ___ Yes ___ No</p>
4.	<p>Product Photos A substantial part of the cost of developing a store is in preparing the product photos. But, of course, they are often what motivate people to purchase.</p> <hr/> <p>Number of product photos _____</p> <hr/> <p>Format: ___ Prints ___ Transparencies ___ Digitized (scanned) ___ Web Ready (digitized, sized, optional border, JPEG or GIF format)</p>
5.	<p>Product Information Format Typical product information needed (depending upon the complexity of your site): SKU, Product Name, Product Description, Weight, Price, Picture File Name, Category, Subcategory, Related product SKUs for cross-selling, color/size option of SKU, other descriptive fields (such as ISBN for books), etc. These will usually be fields in a spreadsheet or database.</p> <hr/> <p>Database Format ___ Not currently in database or spreadsheet ___ Excel ___ FileMaker Pro ___ Access ___ Foxpro ___ Sybase ___ Oracle ___ Other _____</p>
6.	<p>Categories of Products The larger the store, the more categories you'll need. Site menus and search engines use these categories to group products so shoppers can find them quickly. We'll need a list of these from you. You'll also need to put the category and subcategory(ies) in fields in your database.</p> <hr/> <p>Number of Main Categories or "Departments" _____</p> <hr/> <p>Total number of Subcategories in all "departments" _____</p>
7.	<p>Sketch Your Preferred Product Page Layout(s) on the other side of this form. Show preferred placement of: (1) product photo, (2) product name, (3) product SKU, (4) product description, (5) price, and (6) order button.</p>
8.	<p>Shipping</p> <hr/> <p>Shipping Options Offered ___ Ground ___ 2nd Day ___ Overnight</p>

Carrier:

UPS FedEx Airborne Postal Service Other

Shipping Calculation Method

Disable shipping calculation
 Link to UPS or other shipper shipping cost calculator
 Flat Rate for all items (e.g., up to three books for \$8)
 Price Threshold (e.g., \$8 for orders between \$25 and \$50)
 Weight Threshold (e.g., \$8 for orders weighing between 10 and 12 pounds)
 Shipping Price specified for Each Item (useful for items with special packing)
 Other

Shipping Areas or Zones (6 included at no extra charge). Many merchants start with UPS zones and then average them so there are 3 or 4 zones for the continental US or other major market area. In the US, you will probably also have zones for Canada, and Alaska/Hawaii. For international customers state: "We will calculate the exact shipping amount and charge it to your card prior to shipping."

9. Sales Tax (one state table at no extra charge)

States or Counties where collection is required	Percent Sales Tax

Plugin to calculate exact tax in many states where you are required to collect tax

10. Payment Transaction**Payment Methods Allowed**

Visa MasterCard American Express Discover
 COD Purchase Order Reseller Account No.
 Other: _____

Credit Card Authorization

Real-time on-line credit card authorization (recommended if you're setting up a Web business from scratch)
 Desktop credit card processing after order is received (begin here if you have an existing Merchant Credit Card Account)

11.	<p>Secure Order Reception Store software e-mails you when an order arrives, but it won't e-mail sensitive credit card information. You'll need to get that in a secure manner. ___View completed order in Web browser and print out orders on printer (for low volume stores) ___Download order file for transfer to accounting system (for higher volume stores. You may need to have a programmer write a macro to import into your order fulfillment software.)</p>
12.	<p>Accounting and Inventory</p> <hr/> <p>Accounting Program Used ___QuickBooks ___Peachtree ___Mail Order Manager ___Other</p> <hr/> <p>Do you want to integrate Web orders with accounting program? (special programming probably required) ___Yes ___Maybe Later ___No</p>
	<p>Do you want to integrate Web orders with an inventory program? ___Yes ___No (We don't handle this, but can refer you to a programmer.)</p>
13.	<p>Special Order Form Instructions ___Gift wrapping ___Gift card inscription ___Shipping instructions ___Other</p>
14.	<p>Names of "Regular" Pages. Product pages are usually designed on the basis of templates. "Regular" pages must be hand-designed using HTML, with custom photo insertion, etc. As such, they are more expensive. Typical "regular" pages are your "home" page, FAQ, about the company, articles, newsletters, and (sometimes) ordering instructions.</p> <hr/> <p>___Welcome/Menu ___About the Company ___FAQ ___Newsletter ___Other:</p>
15.	<p>Response Forms (besides the order form) You may have a form where shoppers can ask questions, subscribe to a newsletter, get customer support, etc. We do not include your ordering system here. You may not need a structured feedback form; an e-mail response link may be all that is necessary.</p> <hr/> <p>Number of response forms (up to 20 fields each) _____</p> <hr/> <p>Purpose of response form(s):</p>

16. Web Hosting	Due to the complexity of installing and hosting store-building software and relational databases, it is important that you host with us or, at a minimum, accept our recommendations for Web hosting services. We charge for the additional time expended installing and configuring stores on Web hosting services other than those we recommend.
17. Digital Certificate of Site Security	SSL Secure Servers use a Digital Certificate signed by a recognized authority (currently VeriSign or Thawte) which tells the shopper's Web browser that the store is what it purports to be. The configuration of some Web hosting services requires each store to have its own Digital Certificate (at a cost of several hundred dollars per year). Others allow store owners to use the server's digital certificate. If you need a separate Digital Certificate, for an additional fee, we will interface with VeriSign and Thawte for you, saving you a considerable hassle.
18. Globalization	Once your store appears on the Web you will have a global business. You will get orders from other countries, since many countries are not able to purchase these items locally. How will you make your site more comfortable for international customers? <input type="checkbox"/> Link to currency exchange calculator (Your credit card company handles exact exchange rates) <input type="checkbox"/> Provide multiple languages for product names, product descriptions, order form details (name, address, phone), shipping instructions <input type="checkbox"/> Provide instructions about international shipping options <input type="checkbox"/> Provide international shipments with "International Air Waybill," "Commercial Invoice," or "Shipper's Export Declaration (SED)" as required. (You may obtain more information about requirements from your postal office or courier shipping service.)
19. Notes / Comments	

This form outlines our company's plans for our online store and is not a commitment to purchase without a signed [Design and Maintenance Agreement](#).

Signature _____ Date _____