

Website Information Worksheet

PROVIDED BY THE WEBSMITH GROUP



If you have hired or plan to hire someone to create and maintain your website, chances are that you may not be aware of all of the components that make your website work. There are certainly all-in-one solutions available; having one vendor provide domain name registration, website hosting and website design services. However, a general rule of thumb is to use separate providers for your domain name registration, website hosting, and design needs. This is a more cautious approach to an all-in-one approach (i.e. you're toast if the one company disappears).

With the growing number of technologies available for small business websites, it is likely that you will be served by multiple providers. It is important that YOU, the website and business owner, are informed regarding the number of providers responsible for making sure that your website works. Feel free to use this worksheet to maintain all information pertaining to your website (maintain your passwords in a separate location). This can be helpful in the case of a website emergency or if you're starting a future website enhancement project. For additional worksheets, articles and advice, subscribe to the [Resources for Small Business Websites](#).

YOUR WEBSITE	
Your Website Address:	
Website IP Address:	
YOUR BUSINESS CONTACT INFORMATION	
Business/Website Name:	
Primary Contact Name:	
Mailing Address:	
Email:	
Phone:	
YOUR WEB DESIGNER	
Company Name:	
Website:	
Primary Webmaster Name:	
Email:	
Primary Phone:	
Technologies Used:	
YOUR WEBMASTER (if maintained by a 3 rd party)	
Company Name:	
Website:	
Primary Webmaster Name:	
Mailing Address:	
Email:	
Primary Phone:	
Emergency Phone:	

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WEB HOSTING PROVIDER	
Web Hosting Vendor:	
Web Hosting Plan:	
Hosting Plan Expiration:	
FTP/SERVER ADMINISTRATION	
FTP/Server Address:	
User Name:	
EMAIL	
Email Hosting Vendor:	
Mailboxes Available:	
Mailbox Storage Available:	
Primary Email User:	
Primary Email Pass:	
Website email access:	
DOMAIN NAME INFORMATION	
Registrar:	
Domain Name Reseller:	
Nameserver 1:	
Nameserver 2:	
IMPORTANT DATES	
Domain Name Expires	
Hosting Expires	
GENERATING WEB SITE STATISTICS	
Web Statistics Vendor	
Website Address:	
Site ID: (if applicable)	
Login:	
ECOMMERCE	
Shopping Cart Vendor:	
Merchant Account Vendor/Bank:	
Shipping Vendor:	
Shipping Merchant ID:	
Product Vendor(s):	
OTHER VENDORS/3rd Party Tools that integrate with your website	
Forum:	
Blog:	
Programmer/Developer:	
Other:	