

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, [join/fan us on Facebook](#) or visit our blog [Resources for Small Business Websites](#).

YOUR WEBSITE		Monthly Fee	Annual Fee
Your Website Address (URL):			
Website IP Address:			
YOUR BUSINESS CONTACT INFORMATION		Monthly Fee	Annual Fee
Business/Website Name:			
Primary Contact Name:			
Mailing Address:			
Email:			
Phone:			
Fax:			
WEB HOSTING PROVIDER		Monthly Fee	Annual Fee
Web Hosting Vendor:			
Web Hosting Plan Name:			
Hosting Plan Expiration:			

## Website Information Worksheet

FTP/SERVER ADMINISTRATION		Monthly Fee	Annual Fee
FTP/Server Address:			
User Name:			
EMAIL		Monthly Fee	Annual Fee
Email Hosting Vendor:			
Mailboxes Available:			
Mailbox Storage Max:			
Primary Email User:			
Primary Email Pass:			
Website email access:			
POP3/Incoming Mailserver			
SMTP/Outgoing Mailserver			
IMAP Server			
DOMAIN NAME INFORMATION		Monthly Fee	Annual Fee
Registrar:			
Domain Name Reseller:			
Nameserver 1:			
Nameserver 2:			
ECOMMERCE		Monthly Fee	Annual Fee
Shopping Cart Vendor:			
Merchant Account Vendor/Bank:			
Payment Gateway Provider (if applicable):			
Shipping Vendor:			

## Website Information Worksheet

E-NEWSLETTER/EZINE		Monthly Fee	Annual Fee
Vendor:			
Login URL:			
Account Expiration:			
UserName:			
IMPORTANT DATES		Monthly Fee	Annual Fee
Domain Name Expires:			
Hosting Expires:			
Shopping Cart Expires:			
GENERATING WEB SITE STATISTICS		Monthly Fee	Annual Fee
Web Statistics Vendor			
Website Address:			
Site ID: (if applicable)			
Login:			
ADVERTISING/AD SERVICES		Monthly Fee	Annual Fee
Vendor 1:			
Vendor 1 URL:			
Vendor 1 Username:			
Vendor 2:			
Vendor 2 URL:			
Vendor 2 Username:			
Vendor 3:			
Vendor 3 URL:			
Vendor 3 Username:			

## Website Information Worksheet

YOUR WEB DESIGNER		Monthly Fee	Annual Fee
Company Name:			
Website:			
Primary Contact Name:			
Email:			
Primary Phone:			
Technologies Used:			
YOUR WEBMASTER (if maintained by a 3 <sup>rd</sup> party)		Monthly Fee	Annual Fee
Company Name:			
Website:			
Primary Contact Name:			
Email:			
Primary Phone:			
Emergency Phone:			
YOUR WEB DEVELOPER/PROGRAMMER		Monthly Fee	Annual Fee
Company Name:			
Website:			
Primary Contact Name:			
Email:			
Primary Phone:			
Technologies Used:			
YOUR GRAPHIC ARTIST(S)		Monthly Fee	Annual Fee
Company Name:			
Website:			
Primary Contact Name:			
Email:			
Primary Phone:			



**Website Information Worksheet**

Area of Expertise:			
Company Name:			
Website:			
Primary Contact Name:			
Email:			
Primary Phone:			
Area of Expertise:			
<b>OTHER VENDORS/3<sup>rd</sup> Party Tools that integrate with your website</b>		<b>Monthly Fee</b>	<b>Annual Fee</b>
Forum:			
Blog:			
Event Calendar:			
Plugins/Widgets:			
Other:			
<b>CUSTOM AREA (for other vendors and services)</b>		<b>Monthly Fee</b>	<b>Annual Fee</b>



A large, empty rectangular area with a light yellow background, intended for entering website information.