1 – Your **domain name**
Explanation: this is the name on the internet, or your URL http://yourname.nl our domain is
https://designlab.nl

2 – Your hosting account login code, and access to the control panel of your hosting.
usually an email address and a password. (essential!)
Explanation: this is where you registered your domain name and where you arranged your
hosting. Please note that it is also possible that you have not yet arranged hosting and have
only registered your domain name. Please check this with your hosting first.

3 – Your logo
Explanation: your logo is important for your corporate identity. You want to convey the
same corporate identity and be recognisable on all communication channels. Send your logo
in different types of files. Preferably .webp, jpg, .png or psd. The graphic artist who created
your logo can tell you which files are suitable for the Internet. If you have any doubts, you
can ask us.

4 – Photo material
Explanation: If you have good images that you want to use, please send them along. We do
not need heavy files for websites. A photo of 100 – 150 KB is best. There are different
requirements for the photos for product photos for your webshop.
possible files: jpg, png, gif. If you have heavy unedited images, please send a selection of
max 10 images by Wetranfser and we will take care of the editing. Do not send complete
folders, for we cannot spend hours to make a selection for you.

5 – The colors
Explanation: Do you have specific colors that match the design of your corporate identity?
You can send the color numbers (can be in all formats), a PDF of the design, or if you don't
have all that, you can indicate which colors you would like to use by sending an example of
a website or an image from the internet.

6 – The font
Explanation: The design of your logo and/or corporate identity always includes a font. For
the internet, we cannot simply use all fonts for the texts. We choose a font that is suitable
for the internet and matches your logo. We can use the special font for your logo or
company name as an image. In that case, send us an image and the name of the font.

7 – Your wishes
Explanation: You probably already have an idea of how you would like your website to be.
Send us a link to a website that inspires you. That could also be a completely different
industry. Also, send us a competitor's link and tell us what you like and don't like about their

website. (We are not going to make a copy, but it works well if we know what already exists in the industry you are dealing with and it gives us a direction to build a unique website.)

8 – Special features?
We've probably already discussed this. 😉