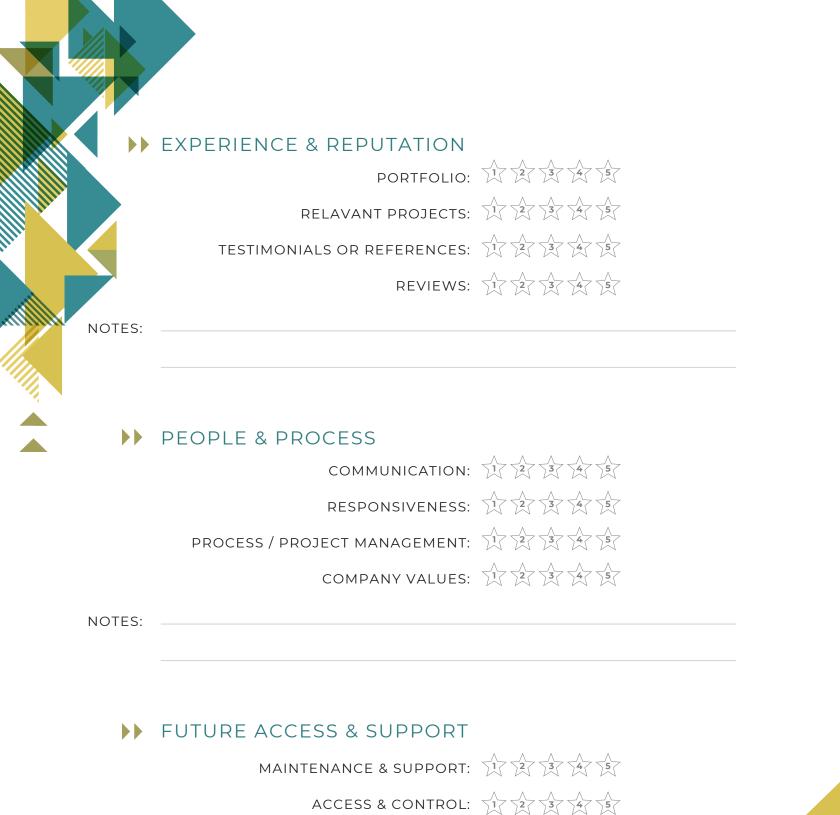# WEB DESIGNER HIRING SCORESHEET

Print this score sheet out for every web designer you get a quote from. Rate each section from 1 to 5 stars (5 being the best score possible). Then tally up the number of stars given in each section to come up with the company's overall score. If there is a particular section that is more important to you, you can multiply those stars by a factor (say 5) across all your web design scoresheets to weight those answers more heavily.

COMPANY: _____

CONTACT: _____

LOCATION: _____

WEBSITE: _____

FOUND: _____

NOTES: _____

_____

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_____

_____

_____

TOTAL STARS ★★★★★

▶▶ BUDGET & DEADLINE

COST: _____

TIMELINE: _____

NOTES: _____

_____

EXPERIENCE & REPUTATION

PORTFOLIO: ⭐1 ⭐2 ⭐3 ⭐4 ⭐5

RELAVANT PROJECTS: ⭐1 ⭐2 ⭐3 ⭐4 ⭐5

TESTIMONIALS OR REFERENCES: ⭐1 ⭐2 ⭐3 ⭐4 ⭐5

REVIEWS: ⭐1 ⭐2 ⭐3 ⭐4 ⭐5

NOTES: _____

_____

PEOPLE & PROCESS

COMMUNICATION: ⭐1 ⭐2 ⭐3 ⭐4 ⭐5

RESPONSIVENESS: ⭐1 ⭐2 ⭐3 ⭐4 ⭐5

PROCESS / PROJECT MANAGEMENT: ⭐1 ⭐2 ⭐3 ⭐4 ⭐5

COMPANY VALUES: ⭐1 ⭐2 ⭐3 ⭐4 ⭐5

NOTES: _____

_____

FUTURE ACCESS & SUPPORT

MAINTENANCE & SUPPORT: ⭐1 ⭐2 ⭐3 ⭐4 ⭐5

ACCESS & CONTROL: ⭐1 ⭐2 ⭐3 ⭐4 ⭐5

FLEXIBILITY: ⭐1 ⭐2 ⭐3 ⭐4 ⭐5

NOTES: _____

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SCOPE, DELIVERABLES & SERVICE LEVEL

DOMAIN OR WEBSITE HOSTING: ☆1 ☆2 ☆3 ☆4 ☆5

EMAIL CONFIGURATION: ☆1 ☆2 ☆3 ☆4 ☆5

WIREFRAMING, USER INTERFACE OR
NAVIGATION PLANNING: ☆1 ☆2 ☆3 ☆4 ☆5

MOCKUP DESIGN: ☆1 ☆2 ☆3 ☆4 ☆5

CUSTOM THEME AND GRAPHICS: ☆1 ☆2 ☆3 ☆4 ☆5

RESPONSIVE DESIGN: ☆1 ☆2 ☆3 ☆4 ☆5

COPY WRITING: ☆1 ☆2 ☆3 ☆4 ☆5

BLOG: ☆1 ☆2 ☆3 ☆4 ☆5

FORMS: ☆1 ☆2 ☆3 ☆4 ☆5

EMAIL MARKETING INTEGRATION: ☆1 ☆2 ☆3 ☆4 ☆5

SOCIAL MEDIA: ☆1 ☆2 ☆3 ☆4 ☆5

GOOGLE ANALYTICS: ☆1 ☆2 ☆3 ☆4 ☆5

PHOTOS & VIDEOS: ☆1 ☆2 ☆3 ☆4 ☆5

TRAINING & DOCUMENTATION: ☆1 ☆2 ☆3 ☆4 ☆5

SEARCH ENGINE OPTIMIZATION (SEO): ☆1 ☆2 ☆3 ☆4 ☆5

NOTES: _____

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