

## Contact Form Worksheet

Websites will typically have a page or section on your site where a client or customer can contact you and/or provide information for your use. The contact page is directly linked to send you an email with the data. The data used in these forms for your use is text only and not set up for csv files or related. In addition, these contact pages are programmed to go directly to your inbox (please note: these sometimes can go to your spam folder as well. If this is a regular occurrence, please contact Knackert Media.

Please review the following options and provide a word document with the fields you would like. For required fields, please include an asterisk (\*).

The options for fields are:

**Text Box:** The user enters text into this field. (Name, Address, Phone Number, etc)

**Message Box:** This is a larger box where someone can write more information than just a single line. This is best for paragraphs of text or detailed information.

**Check Boxes:** You use these when you want to provide regular options. For example, if you are providing beauty services, you may want to set up a menu of options to allow a user to select multiple options. See example 1.

Example 1:

Select your desired service. <input type="checkbox"/> Haircut <input type="checkbox"/> Makeup <input type="checkbox"/> Color <input type="checkbox"/> Perm
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**Drop-Menu:** This is a similar option to the Check Boxes to offer options, but for the drop-menu, you can list options for the user to select one.

**Radio Buttons:** This is also similar to the check boxes but best utilized for Yes/No or True/False options. The user will only be able to select one option. See example 2.

Example 2:

Would you like fries with that? <input type="radio"/> Yes <input type="radio"/> No
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### Common Form Field Questions:

Where did you hear about us? (This is good for your own reference to assist your marketing plan.)

Who referred you to us? (This is helpful if you have any instances where you offer a discount/kick-back for someone who referred you.)

### Required Fields:

This is an option you can add for any field where the form WILL NOT SEND unless the user fills out the necessary field, like name, phone number of email.