

The Shopping Cart Planning Worksheet

NS Computing, PO BOX 472, St Albans VIC-3021, Phone: +61 3 9382 8008, Mobile: +61 0407 321 685

This Worksheet will aid in determining the best shopping cart solution for your Web site. Based on your responses, we will analyze your needs, compare it with your budget, and provide you with best shopping cart for your business.

Please fill this worksheet out as thoroughly as possible. It should be filled out in conjunction with The Web Site Planning Worksheet. From your responses we will draft the cart specifications, and from the specifications, we will determine your costs.

Contact Information

Your Name:	<input type="text"/>	Phone:	<input type="text"/>
Company:	<input type="text"/>	Fax:	<input type="text"/>
Title:	<input type="text"/>	E-mail:	<input type="text"/>
Address:	<input type="text"/>	Additional Contact Information:	
City:	<input type="text"/>	<input type="text"/>	
State:	<input type="text"/>		
Zip Code:	<input type="text"/>		

Project Scope

Is this project a completely new site or a shopping cart integration into an existing site?	<input type="text"/>
Type of sale: e.g. retail (sale to end-user), or wholesale (business-to-business targeting resellers or manufacturers) or both?	<input type="text"/>
Type of products?	<input type="text"/>

Product Information

Product Categories:

Number of product categories or departments (e.g. department one consists of computers and department two consists of printers)?	<input type="text"/>
Number of product lines within each category (e.g. the computer department may have PC's and laptops)?	<input type="text"/>

Part Numbers:

Total number of unique part numbers or product SKU's across all product lines?	<input type="text"/>
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SKU (stockkeeping unit, sometimes spelled "Sku") is an identification, usually alphanumeric, of a particular product that allows it to be tracked for inventory purposes. Typically, an SKU (pronounced with the individual letters or as SKYEW) is associated with any purchasable item in a store or catalog. For example, a

woman's blouse of a particular style and size might have an SKU of "3726-8," meaning "Style 3726, size 8." The SKU identification for a product may or may not be made visible to a customer.

Options:

How many option groups within each product line?

Do the SKU numbers you indicated under "Part Numbers" reflect different options (color, size, etc.) for the same product?

Images:

Photos of products are often what motivates customers to purchase. Because product images play such an important role in the selling process, it is imperative that they be professional quality. If you do not have the photography skills to achieve a high level of image quality, we strongly recommend hiring a professional photographer.

Please submit for evaluation a sample photo or image file in uncompressed tiff or jpg format.

Total number of product images:

Image Format

Prints

Digitized (scanned, but not enhanced)

Web-ready (digitized, sized, enhanced, jpg format)

Product Format

Please prepare a report as a spreadsheet or table listing all products, including the following information, if applicable, and include it with this worksheet. If you feel any other information needs to be present, please include it. **Note:** If your database is too complex to summarize in this manner please submit the layout and format or contact us to schedule a meeting.

Product Category, Product Line (within each category), SKU, Product Name, Product Description, options (e.g. color, size), picture file name, weight, price, other descriptive fields (such as ISBN for books), and related product SKUs for cross-selling.

Shopping Cart Product Page Layout

Do you have a preferred product page layout (if NO we will make a recommendation) ?

If you have a preferred product page layout please send a sketch of how you want the following elements to be displayed: 1) product photo, 2) product name, 3) product SKU, 4) product description, 5) price, 6) order button.

Shipping

Do you ship globally?

If only to specific countries, please specify :

Shipping options offered

2nd Day

Overnight

Other, specify:

Carrier

Postal Service

Other, specify :

Shipping calculation method

Disable shipping calculation

Flat rate for all items (e.g. up to three CD's for \$5.00)

Price Threshold (e.g. \$5.00 for orders between \$15.00 and \$25.00)

Weight Threshold (e.g. \$5.00 for orders weighing between 3 and 5 lbs.)

Shipping price specified for each item

Other, specify:

Payment Transaction

Visa

American Express

COD

Purchase Order

Other, specify :

Credit Card Authorization

Real-time, on-line authorization (recommended for high-volume sales)

Manual credit card processing after order is received

Not accepting credit cards

Order Security

Order Retrieval

Shopping cart software is set up to send you an e-mail notifying of an order, but does not send sensitive data such as credit card numbers. How do you want to retrieve orders?

Using a Web browser to view and print out orders (sufficient for low-volume stores)

Download files and transfer to accounting system.

Using NS Computing's Mail2Fax Gateway (receiving orders per fax)

Immediately print orders using preconfigured email server

Digital Certificate

Site security is the number one issue to potential shoppers. To protect your customer's data and give them piece of mind, customer information must be stored on a secure server. The security of the server is attested to by having a digital certificate issued by a recognized authority such as VeriSign or Thawte. This certificate tells the Web browser that the site is secure, otherwise the customer will see a warning notice.

Many Web site hosting providers allow clients to share one digital certificate, which is perfectly legitimate, but if for some reason your company requires it's own digital certificate, NS Computing will guide you through the process.

Does your company require it's own digital certificate?

Special Order Form Instructions

- Gift wrapping
- Gift card inscription
- Engraving
- Shipping instructions
- Other, specify:

Other features

This worksheet is designed to be prepared in conjunction with The Web Site Planning Worksheet.

If you have comments, questions, additional information or need features not covered in this worksheet, please feel free to submit them.

Thank you for taking the time to fill out this worksheet.