New website

- Project name
- Web address
- Customer name / email
- Project Director / manager name & email
- Description / notes
- Site focus
- Site structure (pages required)
- Deadline
- Proposal upload (needs to contain full requirements)
New feature
- web address
- project title
- expected behaviour
- designs/mockups
- deadline

Bug
- web address
- project title
- screen shots
- steps to recreate issue
- expected behaviour
- deadline
- priority
  - low
  - medium
  - high

Other
- web address
- project title
- description
- file upload
Client ticket

new feature
- New feature
- Bug
- Other

new website

Romeo/Andrew
- Email notification

Design team
- Default behaviour