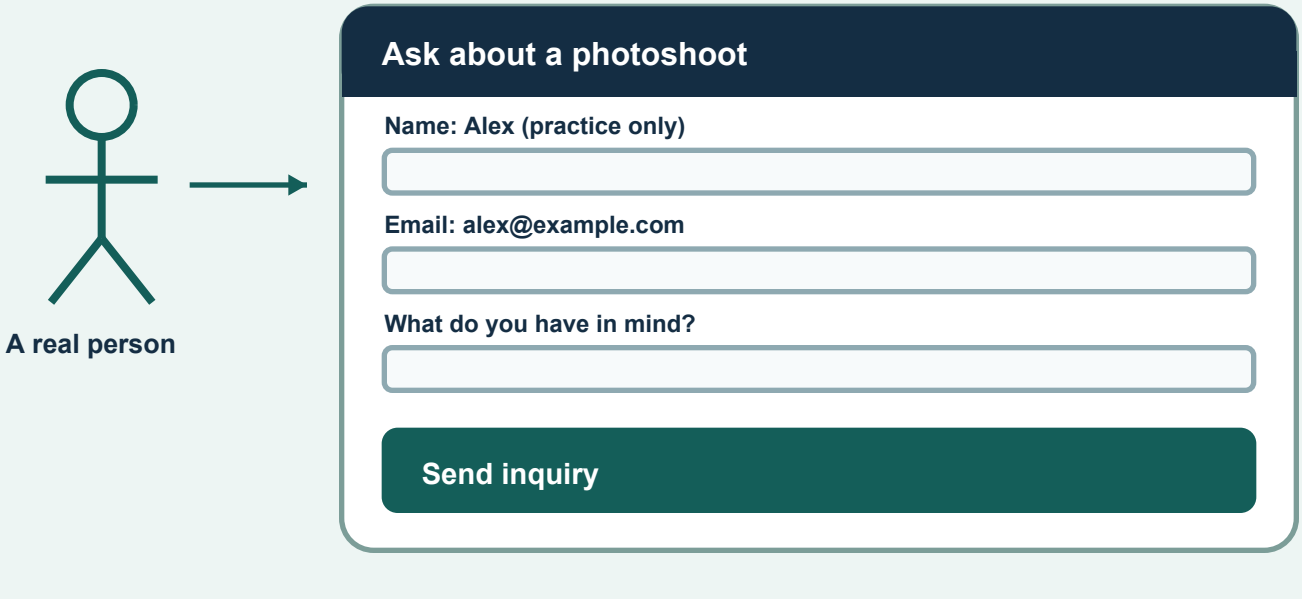
Build a simple inquiry form in Jotform

What this means

Jotform is a service for building online forms and receiving the answers. An inquiry form lets someone ask a question; it is not automatically a booking.

A real-life example

Someone wants a snake photoshoot. They enter their name, email and idea. The business receives the inquiry and replies about availability.



Simple teaching picture. Example business; not a live screen.

Your job

Try the route yourself. Use the tools you already have, and ask for help at the first confusing step.

Step by step: start here

1

Decide what the form is for.

Write: 'A visitor asks about a photoshoot; we reply.' Sign in to a Jotform account the business controls and choose Create, then Form. Check the current plan limits before relying on a feature.

2

Build a small form.

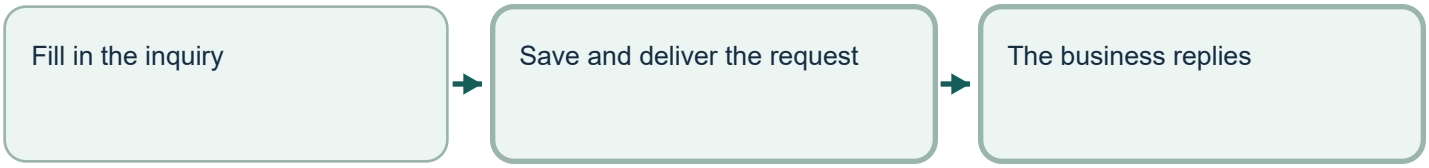
Start from scratch or a suitable template. Add Name, Email and a longer question such as 'What do you have in mind?' Use visible labels and make only necessary questions required.

3

Explain what happens next.

Use a title such as 'Ask about a photoshoot', a 'Send inquiry' button and an honest thank-you message. Do not say a session is booked if you still need to discuss it.

Picture the route



Before you continue

Explain the first three steps in your own words. If a link, account or permission is missing, write that down before moving on.

Finish the task and check it

4

Set the business notification.

In the form builder, open Settings, then Emails. Review the notification and set the approved recipient. A receipt sent to the visitor is a separate optional email; check its recipient too.

5

Choose how people open it.

Copy the form link from Publish for a website button. An embed displays the form inside your page and needs your website editor to install it. Jotform still handles the form service.

6

Send an agreed practice inquiry.

Use fake details and 'TEST - DO NOT BOOK'. Check required-field errors, the thank-you message, the saved submission and the recipient's inbox or spam folder. Test the actual link on a phone before sharing.

How you know it worked

A marked test inquiry is saved and reaches the approved recipient, who knows how to reply.

Show someone the result on your phone. If you get stuck, write which step stopped you and ask for help with that step.

Official help if your screen differs