

# WEB DESIGN CHECKLIST

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## #1 DOMAIN NAME / URL

Already have a domain name?

Yes (list it here):

No (list 3 desired names):

## #2 NAVIGATION / OUTLINE

We will need your preferred navigation for a desired user experience and interface.  
If you have a preference, make a .doc file and email us a copy when returning the electronic forms.

Here is an example of what we'll need:

- HOME
- SERVICES - *mowing, landscaping, gardening*
- PRICING
- ABOUT
- BLOG
- CONTACT

No navigation preference / You trust us...

\*\* (let us know by checking here!)

**-OR-**

Navigation menu example prepared/sent/emailed

### #3 LOGO

- **You already have Logo (Illustrator, Corel, and/or Photoshop files..etc)** - *send all files labeled properly*
- **Prefer for us to create logo - (\$150 extra charge)** *we need a logo BEFORE we can start on the website (we need to create a consistent overall feeling that includes: colors, font-face, feeling...etc based around the logo and business type.*

### #4 PICS and/or Other ASSETS

- **You have pics or other assets you'd like on site (Illustrator, Corel and/or Photoshop files)** - *send all files labeled properly*
- **Prefer for us to provide / you don't have pics/assets** - *we can provide free creative commons pictures for use in your site. The free options may be limited. If for some reason you aren't satisfied with the pictures we choose, you may purchase your desired pics online at places such as: <https://stock.adobe.com/>. You may then send them to us to update your site.*

### #5 CONTENT / COPY

- **You currently have a website and are happy with the content** - *let us know the details so that we can transfer the content to your new site.*
- **You will provide content (copy)** - *send us a .doc file for each page. Make sure they are labeled like your navigation links as described above.*
- **Prefer for us to provide (additional charge)** *(we will take into account SEO keywords important to your industry. BUT, we must research and understand your company/services to do so effectively. This may take us a little longer in order to account for the time to research your field of business and important search terms for Search engine optimization/SEO.*

### #6 Design Questionnaire (For site, \*and logo if needed)

Design questionnaire filled out / returned

### #7 Signed contract

Signed

### #8 Payment / payment arrangement

Payment made