

PROJECT CHECKLIST

#1 DOMAIN NAME / URL

You will need a domain name - we suggest purchasing at GoDaddy (we will then help you with the transfer to our nameservers) - *THEN* add it below (contact us if you need help!). If you'd like for us to do it, let us know and we can take care of it for you (additional fee based upon the valuation / price of the desired domain).

DOMAIN NAME: _____

#2 NAVIGATION / OUTLINE

We will need your preferred navigation to assure your desired UX/UI.
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

Navigation menu example prepared/sent/emailed

-OR-

No navigation preference / You trust us / We are writing your content (copy)...

** (let us know by checking here!)

#3 LOGO

- **You already have Logo (Illustrator, and Photoshop files)** - send all files labeled properly
- **Prefer for us to create logo - (\$150 extra charge)** AND it will be an additional 48 hours added BEFORE we can start on the website (we need to create a consistent overall feeling that includes: colors / UX / UI based around the logo and business type...etc)

#4 PICS and/or Other ASSETS

- **You have pics or other assets you'd like on site (Illustrator, and 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 (\$ 100 / page)** (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 than the original 48 hours in order to account for the time to research your field of business and important search terms for SEO. **If we feel it will be too much time, we will let you know in advance and go with our hourly rate of \$60/hr to add the content (copy).

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

Design questionnaire filled out / returned

#7 Signed contract

Signed

#8 Payment / payment arrangement

Payment made