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Business & Website Development
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Getting to know each other usually happens by phone. Initially the Client will explain their business or idea and determine what DR can do for them. Both will evaluate each other to see if a positive working relationship can develop from further exchanges. We exchange information and gather all the needed materials for a face to face meeting, which has brought us to here.

Welcome, before we get started, a little about me. I work from my home where I have a complete office setup. Making a website is about the internet. In today's world the internet has made it possible to communicate easily using the phone, e-mail for corresponding and even video calls! Although there will be a few face to face meetings, most of the website can be handled through the internet or on the phone.

The following is a rundown of how my web design process works and the steps we take to achieve our goals. No two clients are the same, nor do they have the same needs, it is therefore understood that all procedures can be adjusted to fit the clients' needs or desires when warranted. *This is not a contract but rather an outline of how my process works.* In order for us to have a good working relationship there must be quality communication. Please feel free to share your thoughts or feelings at any time. Communication is essential!

30-60 Min

HOW THE DESIGN PROCESS WORKS:

Business Evaluation Meeting:

This is a face to face meeting to get to know each other. During the business consultation and evaluation meeting, the Client will have the opportunity to present DR with their product and what progress they have made from concept to the present time.

Client will be encouraged to ask for whatever guidance or advice they are seeking or questions regarding the direction and future for their business or idea.

DR will give an objective, honest evaluation along with candid first impressions regarding the presentation or product quality. DR may offer questions and suggestions for your consideration and may also offer guidance and advice for business establishment and possibly a proposed business path and advancement suggestions, or at the very least... provide food for thought.

DECIDING TO HAVE A WEBSITE:

When the client decides to hire DR to develop and produce a web site, it will be the Clients responsibility to provide the following on or before a scheduled meeting:

- All photos, packaging, advertising and documents client has to date and may want on the website.*
- Company specific graphics, logo, fonts, etc.*
- Any printed advertising materials, fliers, or publications*
- Acquire "business" contact info: mailing address & company phone number
- Client to provide DR a Company credit card for business purchases only
 - Client will sign a release form to allow Dora to use the card for business purchases made on behalf of the client not to exceed \$200. without prior authorization. (For clients own protection it is recommended that you put a flag on the account with a limit of \$200.00 so that the bank will notify client to approve anything over the limit)

*All information provided by Client will be used for DRs evaluation and at DRs discretion to prepare a website concept preview.

WEBSITE PROPOSAL MEETING:

Once the client has submitted enough material, DR can begin the process of developing a website, by taking all the information and deciphering it as only she can. Once she has completed her review she will begin to disperse the information and design the website on paper. Once DR has a concept and direction for your sites development, DR will call for a Proposal Meeting.

At this face to face meeting, the client will have the opportunity to take a look at their business or product through fresh eyes and to interpret the information with a fresh new approach. If the client likes what they see and is ready... we set up the account!

ACCOUNT SET UP

The first thing to be done when setting up a website is to get the basics.

- ☐ Fill in the Client Information page with pertinent information
- ☐ Client will be required to sign a Confidentiality Agreement
- ☐ Client to give Credit Card Details and sign Credit Card Agreement authorizing DR use on clients behalf.

- ☐ DR will acquire and set up in the name of the client, with the company credit card the following:
 - ☐ A free gmail.com account to use as a default business account
 - ☐ Set up a Wix.com account in clients name
 - ☐ Purchase domains on Clients behalf to be stored at Wix.com
 - ☐ Purchase primary email@domain.com addresses and set them up for use on the website.
 - ☐ Acquire hosting for primary domain website at Wix.com
 - ☐ Set up landing page on primary domain

DR will provide receipts, via email, for client records and all account login names. DR will use a designated default password for all accounts.

CONCEPT MEETING:

This is the face to face meeting to set up your account. Client will have the opportunity to show DR the notebook and its contents!

DR will review all information provided by the client, and present the Client with a presentation demonstrating the website concept, along with suggestions for improvements, and the vision for future developments.

Client will have a chance to talk about the web surfing homework and discuss how to incorporate some of the desired effects onto the site.

Information is then processed and together we begin to formulate the final concept. We review all ideas and meld everything together.

There is a detailed questionnaire that will be used to determine the design basics such as number of pages, colors, text, direction, etc.... Once we agree on the general components, direction and design of the site, I continue my work.

Sign Concept agreement and website agreements- End of meeting.

WEB-SITE VIEWING:

Once the website, with the components that were discussed at the concept meeting are completed, DR will set up a 'Viewing' meeting. This meeting can either be in person, or by phone and on-line. Together both parties can look at the proposed site together.

At this time DR will start the presentation to discuss the site, its components and how they will develop.

This will be the actual web site... in progress. You will get to see the basics of how it's going to work, along with layout and content placements. (Content text itself is not definite and will not be completed until all materials have been submitted.)

This will not be the completed site pages. Client will get to see how the chosen colors and fonts look like in reality.

After the presentation, the client will have the chance to give opinions, make suggestions or changes to the site itself: colors, fonts, elements, placement, concept or general design. The site will be edited to the clients' specifications and another viewing will be scheduled. Major concept changes will be limited to 3.

Approval: All changes must be made in writing and approved before proceeding.

The Sites basic design must be approved before text and applications can be inserted or contents can be edited.

To attend a phone meeting Client will need the following:

- Phone with speaker capabilities (Preferably a land line)
- A computer w/internet access and viewing by all parties present
- Color printer hooked up to computer

Client notebook! Have note paper and pen readily available.

PROGRESS REPORTS - VIEWING AND EDITS

A Progress report can easily be seen, discussed, and even edited while online, so there is no need for a face to face meeting. Whenever there are major changes made to the general concept or a page is completed, DR will request a viewing to confirm that the changes or additions are made as requested and that the website is on track. Only major changes will need to be approved to continue.

At the viewing, you will have a chance to see the completed pages and the sites progress. Only some of the functions may be working. You are encouraged to voice your opinions and make any adjustments or minor edits during these times.

EDIT REQUEST:

If the Client wishes to make an edit, addition, correction, exclusion, etc., outside of a scheduled appointments, ***A CHANGE REQUEST MUST BE COMPLETED.***

Email DR with the change desired including diagrams when needed. (If you wrote it, or drew it on a napkin, you can take a picture and send it to me too.) Edits need to be in writing (email is best) and approved as we go before moving forward.

FINAL EDIT:

Once our final changes have been made, the site will be edited and approved for content by YOU. While spelling and grammar are done by yourself and if desired, a third party. Minor changes or edits can be made at this time. Any major changes to concept or design, at this stage of development, will be subject to an additional charge. Once approved, final hookups are made and confirmed that all is working, but without actual website publication.

WEB HOSTING AND PUBLISHING:

My final payment constitutes the acceptance and approval of the site and DR turns over the website and its reins over to the client... then...

Guide you through the publishing of your very own web site!

If there are other hookups that could not be made prior to publication, I will make them and be sure that all is working properly.

I will always be available to assist in updates or maintenance.