



Please keep in mind, this is just a general guide; your project may have needs that are not addressed here. If you're ready to request your free, no-obligation quote, visit [Website Design Quote page](#).

Project Phases

- Decision / Planning
- Graphic Design
- Website Development / Coding
- Testing
- Website Launch
- Project Completion

Hosting & Add-ons

- Hosting
- Optional Add-ons

Decision / Planning Phase

Website Development Quote

If you have not already done so, you will want to take some time to think about what you wish to accomplish with your new website. Determine if you will need any special functionality or interactivity with your visitors; consider the type of design style that appeals to you and then be sure to let us know.

When you are ready, please request your free, no-obligation quote.

Needs Analysis

Based on the information you provided when requesting your free quote, we attempt to determine your needs, what you are expecting from your website, and try to get a feel for your industry. This is why it is important for you to be as detailed as possible when requesting your quote.

We may have questions for you to help clarify certain issues and we will express those before quoting on your project.

If we believe that your website development project could benefit from our services and skills, we will quote you on your project.

Website Development Contract

Once we have come to an agreement on project details, timeline and price, we will prepare a website development contract for you to review, sign and send back with your deposit.

Initial Deposit

Once we have received your 25% deposit and signed contract, we will provide you with a copy of the fully executed contract, an invoice for your deposit and your project start date. The remainder of your balance will be due upon milestone completion date.

Domain name registration / Website Hosting

If needed, we will immediately secure your desired domain name (pending availability) and include the first 1 year of service. The domain is registered in your name with your information and you will be the only registrant contact on file.

If you require hosting services, we provide 100% uptime guaranteed hosting, at a rate of \$5/month.

Graphic Design Phase

Project Begins

Upon receipt of your deposit and contract, we will email you to confirm receipt of your deposit/contract, give you direct contact information and possibly provide a list of items that will be needed from you over the course of development.



You will need to let us know the navigation links you would like (such as home, about us, services, etc) and supply all text and/or product information to be included on your site. In addition, you may also supply material such as company logo, personal photos, etc, if desired.

If you have any guide sites you would like us to refer to when designing your site or if you have any preference as to colors, style, etc please offer that information as well.

For E-Commerce sites that require us to enter products for you, we will need you to supply an Excel spread sheet listing the following: Product Name, Unique Product ID Number (if any), Product Description, Options (if any – size, color, etc), Price, Approximate Weight, Number in Stock, as well as the product photos named in correspondence with the Product ID Number on the spread sheet.

Ideally, all of the above information should be supplied prior to us getting started.

Work will commence on your scheduled start date. We will contact you on that day to confirm that we are getting started.

Custom Designed Website Concepts

We will provide up-to three possible custom designed home page concepts for your project. In most cases, we will be able to provide these designs within 3-5 business days following your start date.

Once the final desired look is achieved, we will create the interior page layout, convert the design to HTML, add programming, etc.

During this process, you will have the opportunity to review progress. (See next item.)

In Progress Viewing

We establish a private directory for your new website on our testing server so that you may view the website development progress at any time. In addition, we will inform you via email when extensive updates to the site have been made so you can review the most recent progress.

Professional Stock Photography

All projects include use of professional stock photography images from our current library. If a client requires stock photography, which we do not currently, possess, an additional fee may apply.

Website Development / Coding Phase

Programming / Coding

All website development programming/coding to run any special features/visitor interactivity on your website is completed and tested.

Website Pages

Based upon your contract and the final design you selected, we create as many static or dynamic pages as needed to complete your site.

Website Navigation

Navigation links or drop down menus, and rollover effects, if desired, are completed.

Site Map

Creation of a site map page is done which includes easy one-click access to all pages of your site.



Site Content

Incorporation of your logo, photos and text content is included in all projects. Custom logo design is available for an additional fee; Please inquire if interested.

CSS Stylesheet

CSS Stylesheets are used to define font faces, styles, sizes and colors for consistency throughout the site.

Website Favicon

A favicon is a small image that displays in the address bar and on the favourites menu when someone bookmarks or adds your website to their "Favourites". Creation of a favicon is optional, if chosen we will shrink down your logo for use. Custom favicon is available at additional fee.

Response Forms / Email Contact Forms

We always recommend at least one contact form for your visitor's convenience. Using a contact form, a visitor can email you directly from your website without needing to open their email program. This is especially convenient if a visitor is not using his or her own computer when their email program is not available.

Testing Phase

Search Engine Readiness Check

Meta Tags, Page Titles, Page Heading, Alt Image Tags, Link Text, and Page Body Text evaluation and adjustment where needed throughout the website. At no time can we guarantee when or where the search engines will place your website within their search results or directory.

Browser Compatibility Testing

Your website is tested on a variety of operating systems and browsers to insure proper display and functionality.

Grammar & Spell Check

Before the website is launched, a grammar and spell check is performed to insure there are no mistakes.

Dead Link Check

A thorough check for misdirected links and missing files is performed just prior to as well as after the launch of the website.

Forms / Programming

Any email contact forms and/or programming features included in your project are tested to confirm they are functioning as required.

Launch Phase

Final Payment

Final payment is always due before we take the website live on your domain. Upon receipt of final payment, you will be emailed a final/paid in full receipt. Charges may apply if delayed over certain period of time.

Launch Website

All necessary website files and scripts are copied to your domain and databases are setup.



Error Testing

After the website is live, any interactive programming and scripts are tested to verify proper function. Since the design and testing phase often occurs on a different server, it is very important to once again verify that everything is working correctly after taking the website live.

Website Files

After launch and testing of the website, you are provided with a zipped archive of all website files.

Instructions & Documentation

When necessary, any documentation needed to use the administration functions of your website is included in PDF format.

Search Engine Submission

Hand submission and automated search engine submission occurs after launching, testing and fixing any issues there may have been.

Completion Phase

Minor Adjustments / Changes

Minor adjustments to the website are included at no charge for up to two weeks after the website has launched (maximum of up to 3 hours works). Minor changes include adding changing text, adding or changing photos, etc. Any major revision requests will require additional discussion and possibly incur a fee.

Hosting

We can provide hosting for you. All the services you will need for your website to run 24/7/365, 100% uptime Guaranteed. Hosting is provided at \$5/month.

Optional Add-ons

Search Engine Optimizing (SEO)

E-Commerce Store

Flash Effects & Animation

Website Editing (CMS)

Site Search

RSS Feed Aggregator

Photo Gallery

Guestbook

Community Forum

And more!

Optional Add-ons pricing will vary. To obtain pricing, please inquire about the specific add-on you wish to include.

Get started today with a free non-obligation project estimate - Website Design Quote