



The Design Process: Web Design

Step 1:

Initially we will discuss your web site via email, telephone, or in a face to face meeting. (face to face meeting will depend upon location and time as I do not have a vehicle)

In Progress

Completed

I will either hand over or email you a client web site analysis form that will provide all of the information necessary to begin designing a web site that best reflects you and your business. Simultaneously I will send or fax a sample web design contract that lists all stipulations involved in the design of your web site for you to review.

Date:

If you have questions or concerns you can email or telephone me.

Step 2:

You will provide a Client Web Site Analysis Form which includes:

In Progress

Completed

- A: Contact information for client including name, address, email address, telephone and fax number
- B: Name and password so I can log onto your host server.
Note: If you do not have a host server domain name and host server may be referred
- C: Design Issues, competitors and wishes for site.

Date:

Step 3:

After reviewing your web site analysis form I will submit a rough Estimate of all costs and time involved in the web site you wish for based on my current rates and your budget. We can discuss outsourcing any high tech programming features, digital photography, copywriting, complex animations/games. We will also discuss how I can best design a site that will also comply with any future expectations of your business.

In Progress

Completed

Note: All time involved will be calculated using a stop watch. Itemized list of hours and work done can be requested prior to work on Web Site.

Date:

Step 4:

After reviewing Estimate and filling out the Client Web Site Analysis Form I will rework the Contract to fit the needs of you and your project. After final review I will mail you two copies of the contract for you to review and sign. One copy will have my signature on it that you can sign and keep for your records and the other copy will require your signature and will be mailed to my home address for my records. Any work on the project will not begin without the signed contract.

In Progress

Completed

Date:

You must also provide a down payment of 25 percent of the estimated cost of the project via check made out to Jennifer Lamoureux.

Step 5:

Beginning the Design Process.....

In Progress

Completed

Now we will begin the design process of your web site. The following information must be gathered to begin.

Date:

1: Web Site Content Form: Written in a word processing program or hand written this form lists any pictures, graphics, colors and fonts that you will provide in order for me to design your site. Please provide information for Step 6, prototypes. The remainder of the content may be submitted during production phase.

Step 5 continued

2: Copy Form: Edited and written in a word processing program this provides all necessary content broken down by page and/or section. Please note any pictures to be inserted and any captions that should accompany the picture.

Note: This content should be sent digitally via email or on disk so I can easily cut and paste content into the structure of your web site.

3: A ZIP Disk, Burned CD or stuffed email with all necessary photos, graphics and fonts.

Note: Photos and graphics should be in .gif or .jpeg form. Other formats are acceptable, but may take more time. Fonts must include both screen and printer fonts. If you wish to buy pictures from any stock photo site please send me the bought picture via email or on disk or list the name of site and number of picture and I will purchase and include it in the invoice.

Note: If you need me to find a picture or create an illustration for your web site please describe in detail what you are looking for and we can negotiate a price for the original piece.

4: A hard copy of any photos or artwork you would like scanned and displayed on your web site. Scanning time will be calculated into hourly rate. Any photos or artwork will be mailed immediately to client after scanning.

Step 6

In Progress

Completed

Date:

Prototypes: I will provide at least two different proposed designs for at least two pages of the Web Site specified in the client analysis form including graphics, navigational devices and buttons, colors, text and related design elements. Proposed designs will include 2 pages of your web site. We will work together to create a user friendly and aesthetically pleasing site that works well for your business. This process will be used to determine a final design for the pages to be approved by you.

Note: If you have requested logos or flash introductions these elements will be designed separately and submitted for approval.

Step 7

In Progress

Completed

Date:

Web Design Production: Once the design of the pages is agreed upon, construction of the pages will commence. Please submit Web Site Content Form and Copy Form with remainder of content. The work in progress will be uploaded periodically to either my web site or your domain name so you can make any necessary text or graphics changes as we are going through the production process. Any text changes should be submitted in a Copy Text Edit Form or email documenting necessary changes. I will design the remaining pages of your site making sure all graphics and links are working properly and I will allow you a final review. Once complete I will implement your web site on your host's server if it isn't be uploaded there already.

Step 8

In Progress

Completed

Date:

Invoice: After the completion and uploading of final web site a invoice will be sent to you for the remainder of the total cost. Payment must be received no later then 30 days from completion of project.

Future Steps

Maintenance and Major Changes: Future Maintenance or major changes to your site will be billed hourly at the regular hourly rate in 15 minute increments for the first 3 months your web site is launched. After 3 months, charges will be billed in 15 minute increments and will require a 1 hour minimum charge. Back up of web files will be maintained to quickly reference your latest changes.

If YOU HAVE ANY QUESTIONS OR CHANGES ON THE PROCESS PLEASE EMAIL ME AT jennlamoureux@yahoo.com or call me at 617-596-6864
call 617-596-6864