Mr. Malecki,

On behalf of the Web-a-teers thank you very much for taking time out of your busy schedule for speaking with us. With the launch date being October 2nd, the Web-a-teers are excited to get started on this project. During our meeting when we asked if you had a budget for this project, you said you did not have one. Going over costs to fund this project on our end, we came up with an estimated total of $3,000 which can be negotiable. I would like to confirm the details we discussed with you to get started and below is a list of our responsibilities and roles in more detail.

- Target launch date: October 2nd, 2014

- Avoid Adobe Flash and create responsive and mobile friendly website

- Primary focus of the project: to educate

- Intended audience: General. Appealing to all viewers

- Important goal to communicate to the audience: Providing accurate and useful safety information

- Images will be provided by you as well as text for the website

- Page dedicated to events, safety procedures and the technical specs of the apparatus

- Approval of pre-production materials and final layout/content: the fire chief

- No desire for a logo

- The look and feel of the website: Stick with the color scheme of current site but open to new suggestions and provide a feeling of security and comfort with correct and accurate educational information on safety

Brandon Boomhower: Project Manager, brandonboomhower@gmail.com

-Meets weekly to discuss progress of the project within the team

-Responsible for project coordination, scheduling, and task management

-Assists in production

Miranda Knee: Designer, mknee123@gmail.com

-Design graphics, artwork, and interface layout

-Develops wireframes for the website

-Responsible for quality of presentation, and graphic elements

Kris Bowzer: Developer, xzabitor@gmail.com

-Fluent in JavaScript, HTML, CSS, and PHP

-Implements the design into a functional website

Attached is our formal cost and time estimate.

If you have any additional questions, please feel free to contact me. I look forward to hearing from you.

Regards,

Brandon Boomhower