



## The Process For Building Your Website:

### Design:

- Please submit your inquiry via the contact form on the contact page of my website. Please include your name, email, phone number, and a brief description of what service you are interested in and the Project you are looking to have done.
- Once the contact form is submitted, and I receive your request. I will look it over and reach out to you. If both parties agree to move forward with the process, I will then set up an initial meeting via zoom or over the phone to discuss in greater detail the Project or service you are looking to have done.
- After the initial meeting, I will send you a proposal online outlining the Project and work to be done.
- The Client will then either accept the proposal and move forward in the process or rejects the proposal, and the deal is then considered null and void, in which case you will not be contacted again.
- After the Client accepts the proposal
  - o The contract will be drawn up and sent to the Client to be signed.
  - o Once the contract is signed and returned the **Project will begin – 1<sup>st</sup> Installment payment is due at this time**
- Upon receiving the signed contract back, a second zoom meeting will be set up with the Client to go over various types of design concepts to gain a further understanding of the design style the Client is looking for and the kind of website they want.
- From there, I will create a low fidelity wireframe. A low fidelity wireframe simply means I will layout where the images will appear on the page and the text, but this will not include the actual

text and images we will use on the website. This is simply to get an idea of the location for images and text.

- Once complete, I will send the JPEG images of the wireframe to the Client for the initial approval.
- Once the initial approval is received, we move onto content (this includes images, videos, and text) you wish to have displayed on your website.
- Once the content is received, I will create a high-fidelity wireframe.
- Once the high-fidelity wireframe is complete, I will set up the final zoom meeting under the design phase with the Client to go over everything up to this point and see if there are any changes the Client would like made.
- If there are changes, I will go in and make the necessary updates and then send the high-fidelity wireframe to the Client for final approval. If there were no changes requested during the last zoom meeting, I will send the final high-fidelity wireframe over for final approval.
- Once final approval of the high-fidelity wireframes is received back, the design process is now complete.

- **The halfway point - 2<sup>ND</sup> Installment is due at this point**

**Code:**

- Once the design process is complete, the website development process will begin. This is where I will code your website. You should receive weekly updates on the progress of your website coding.
- Once the initial coding process is completed, this will be the **75% completion point - 3<sup>rd</sup> Installment due at this point**
- Next, I will begin to test the code to make sure everything is working correctly and functioning as it should
- Once the initial testing process is completed, I will upload the code to the hosting service.
- Once uploaded to the hosting companies' servers, I will run another round of testing the code and website to make sure everything is functioning correctly.
- Once everything is uploaded and tested, I will set up the final zoom meeting in the entire process with the Client to show the Client the website.

- If no changes are requested, after the final zoom meeting, I will send the Client the sign off form for the completion of the Project. If changes are required, I will update the code as necessary and then send the Client the sign off form for the completion of the Project.
- Once the final sign off form is received back, this will mark the **Completion of the Project** – **4<sup>th</sup> Installment is due at this point.**
- Once the final sign off form and final payment are received, I will send the Client the login information and all the other necessary information for the hosting company to be able to maintain and access the website. *\*\*Please note without this information, you will not be able to access your website to make updates or set up email addresses for you or your employees with an @yourwebsite.com address. \*\**