

Pre-Consultation Check List

- Have FREE Phone consultation
- Bring samples or design ideas
- Content & Structural Concept (How would you like your website to function?)
- List expectations
- Bring all research
- Deadline
- Realistic Budget

During Consultation Check List

- **Take Notes**
- **Request Contract (possible contract signing)**
- **Set Payment Schedule**
- **Set Schedule for project completion**
- **ASK AS MANY QUESTIONS AS POSSIBLE**

Post Consultation Check List

- Sign Contract
- Make initial Payment
- Submit Content
- Review Test Samples and/or Project Samples
- Submit Changes and alterations
- Make Payment according to set schedule
- Review latest revisions
- Submit changes and alterations
- Review Completed work
- Make Final payment