**Document Submission Guide Sheet:**

□ Business analysis

□ Business requirement document

□ Use cases

□ All photos on PDF file with photo id# and brief description

□ Release form for all photos used

□ All the text used on website as word document

□ All website pages for all media (desktop, smartphone, tablet)

□ Color palette used throughout the website

□ Business contract between the client and our team

□ All forms on PDF file format

□ Term of use & privacy policy

□ All logos used with release forms

□ Site map of website

□ Time sheet with payment schedule

□ Weekly assignment projects

□ All brainstorming, mockups, designs