**Ducts Unlimited Website Punch List**

* **Logo**
  + Rob
    - ~~Send James .tiff/pdf of original Ducts Unlimited Duck~~
  + James
    - ~~Visit Scott at VinylWorks to discuss project requirements/quote~~
    - Email Scott Walker at Vinylworks with .tiff/pdf of Ducts Unlimited’s Duck, Current typeface, i.e. Abraham Lincoln, current logo, as well as links to new and old websites
  + VinylWorks
    - Vectorize (as appropriate), edge cleanup, mock-up of Ducts Unlimited Logo, etc. ($275 base charge)
* **Home Page**
  + James
    - ~~HQ/Fleet picture to full width~~
    - ~~Uppercase WOMAN-OWNED BUSINESS~~
    - ~~Update with info that has changed/additions~~
    - ~~Add link to the Facebook page~~
  + Rob
    - Review all Slideshow images and captions for accuracy
    - Send additional full-scale images, e.g., of plumbing work; including captions, etc.
* **Services**
  + Rob
    - Send new picture—to replace current Carrier picture—providing new caption as appropriate
    - Provide any desired new projects/$ values “Recently Completed”
  + James
    - ~~Add additional services to service list, i.e., VRV Systems, Plumbing~~
    - ~~Add services to description to page’s meta tag to facilitate keyword recognition~~
    - Replace Carrier picture with the one provided
* **Customers**
  + James
    - ~~Remove all old customers except Brownstein, Hyatt, Farber~~
    - Add new Valued Customers to page
    - Added latest testimonials
    - Create testimonials archive page and …for more…link to focus visitor’s attention on latest and greatest customer feedback
  + Cliff/Rob
    - Provide latest list of Valued Customers
* **Contact** 
  + James
    - Update contact list
* **News**
  + Rob
    - Provide new entries for News & Events page
  + James
    - Update page with new entries