**Ducts Unlimited Website Punch List**

<http://www.ahstech.net/~149572/ducts-unlimited>   
(**CTRL+F5** to see the latest version in your browser, i.e., break the cache)

* **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~~
    - Generate Favicon upon finalization for new logo
  + 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~~
    - Update page with new Valued Customers entries
    - ~~Added latest testimonials~~
    - ~~Create testimonials page which will archive the complete list of customer testimonials, while the customer page will focus the visitor’s attention on the latest and greatest customer feedback~~
  + Cliff/Rob
    - Provide latest list of Valued Customers
    - Send new picture—to replace current picture—providing new caption as appropriate
* **Contact**
  + James
    - ~~Update contact list~~
  + Rob
    - What is Zoe’s email: [zoe@ductsunlimitedinc.com](mailto:zoe@ductsunlimitedinc.com) ?
* **News**
  + Rob
    - Provide new entries for News & Events page
  + James
    - Update page with new entries
* **Publishing/Maintenance**
  + James
    - Upon receiving customer approval, archive existing site, and publish new
    - Teach Tommy/Josh how to perform update to the site for the family business