

GUIDEBOOK FOR NEW CLIENTS

APTCODDE

# Client Onboarding Plan

01.

02.

# Welcome to Aptcode!

APTCODDE

We're so excited to have you onboard! At Aptcode Dev Studio, we believe every business deserves a digital presence that is **sharp, scalable, and built with precision**.

This document **will walk you through**:

- Who we are
- How we work with you
- What we'll need from you
- Important details about hosting & domain
- Our terms and conditions
- Next steps to get started

We look forward to **creating something impactful together**.

03.



# Who We Are

Aptcode Dev Studio is a freelancing-based digital solutions company. We specialize in creating:

- Scalable responsive websites
- Modern Mobile applications
- Branding-focused digital experiences
- Custom business tools

## OUR PHILOSOPHY IS SIMPLE:

- **Precision:** Every solution is crafted with attention to detail.
- **Clarity:** We keep our communication and processes transparent.
- **Growth-Oriented:** We focus on helping your business expand through technology.

“One problem. One solution. One Aptcode.”

# 04. The Aptcode team

## YOUR NEW WORK FAMILY

We're a team of three final-year computer science students ready to ignite change. We believe our skills and passion for technology can help businesses reach new heights, and we're committed to sharing our knowledge to drive innovation in this digital age.



APTCODE

# Our Process

05.

Here's how your project will flow with Aptcode:

## 1. Discovery & Kickoff

- Understand your goals, audience, and vision.
- Gather initial requirements.

## 2. Planning & Strategy

- Define scope of work.
- Set project timeline & milestones.

## 3. Design & Development

- Create layouts, design prototypes, and start building.
- Develop functionality with clean, scalable code.

## 4. Review & Feedback

- Share updates with you at checkpoints.
- Collect and implement feedback.

## 5. Launch & Delivery

- Final testing and deployment.
- Assist with hosting/domain setup.

## 6. Support & Growth

- Post-launch support for fixes and improvements.

We keep you updated at every stage **transparency is key**.

# 06. What We Need From You

The faster we receive these, the sooner we can get to work and hit the deadlines.

## YOUR ROLE IN THE PROJECT

To ensure smooth and timely delivery, we'll need a few things from your side:

- Brand Assets:
  - Logo files (.PNG, .SVG, or .AI)
  - Brand guidelines (colors, fonts, styles)
- Content (if applicable):
  - Text for your Product (About Us, Services, Products, etc.)
  - High-resolution images or Product photos
  - Videos, if relevant
- Access & Credentials:
  - Domain registrar details (if you already own one)
  - Hosting details (if you have existing hosting)
  - Any third-party tools or integrations
- References:
  - Design inspiration or competitor websites you like
  - Any notes on style, tone, or vision

# Hosting & Domain

APTCODDE

07.

## HOSTING & DOMAIN RESPONSIBILITIES

A website needs both a domain (your web address) and hosting (where your site's files live). Here's how we handle it:

- **Domain**

- You can either purchase a domain yourself or we can guide you
- If you already have one, please share login access so we can connect it.

- **Hosting**

- You can choose your own hosting provider, or we'll recommend the best option based on your project.
- We will set up the server, configure SSL certificates (for security), and handle the deployment.

- **Responsibility Table:**

<b>Task</b>	<b>Your Role</b>	<b>Our Role</b>
Domain Purchase	Buy / provide access	Guide with setup
Hosting Purchase	Buy hosting plan	Recommend options
Setup & Configuration	—	Complete setup, SSL, backups
Launch	—	Deploy site live

APTCODE

# 08.

# Terms & Conditions

## AGREEMENT TERMS

### Scope of Work:

- We will deliver the features, pages, and modules as agreed during the project discussion.

### Timeline:

- Estimated delivery: 10 Days - 12 Days.
- Timely feedback is essential to keep the project on track.

### Payment:

- 100% upon final revision, before launch.
- Extra costs (plugins, add-ons, APIs, stock images) are billed separately.

### Revisions:

- Includes a revision in the first weekend, 9 PM to 10 PM.
- 2 months of service free after delivery of the product.

### Ownership & Rights:

- Final product rights transfer to you after full payment.
- Aptcode retains rights to use screenshots or parts of the project for portfolio purposes.

### Confidentiality:

- All client information and project details remain confidential.

### Cancellation:

- If canceled mid-project, payment for completed work will be non-refundable.

### Requirements Validation:

- Thoroughly revise the requirements document before signing the contract.
- [Link: click here](#)

### Your Name:

Company Name:

Contact No.

Nischal

Signature

# Next Steps

## WHAT HAPPENS NEXT

Here's how we move forward after you review this onboarding guide:

1. Approval & Agreement
  - Review and sign off on terms.
  - Submit deposit payment if any.
2. Kickoff Call
  - Schedule a meeting to finalize agreement and requirements.
3. Submit Assets
  - Provide all brand assets and credentials listed on Page 6.
4. Project Timeline
  - We'll share a detailed project timeline with milestones in call.

### Note:

Once everything is in place, we officially begin development.

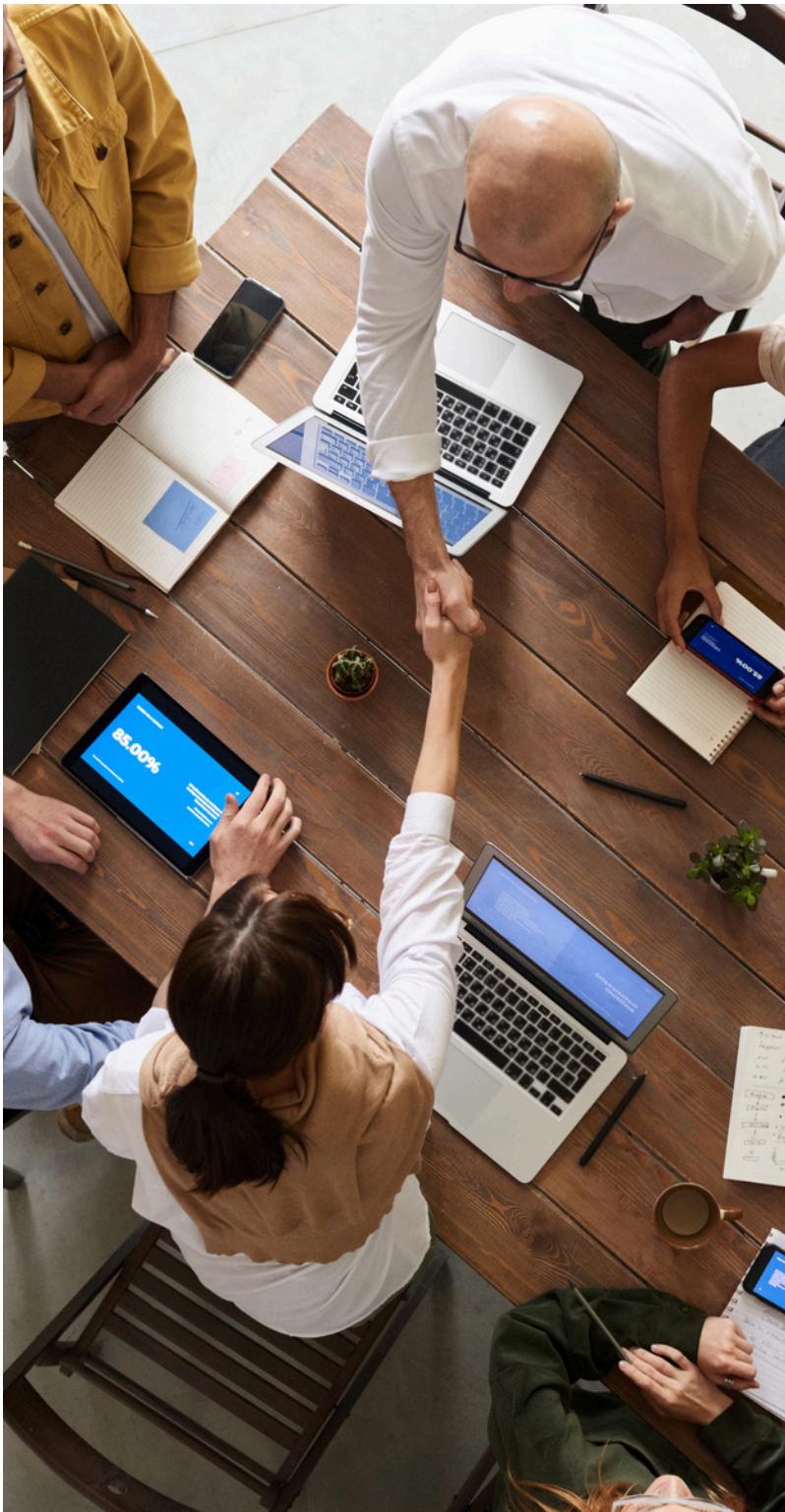


# If you have any questions at all

APTCODE

Don't hesitate to ask.

- Email: [info@aptcode.in](mailto:info@aptcode.in)
- Website: <https://www.aptcode.in>
- Instagram: [@aptcode.sol](https://www.instagram.com/aptcode.sol)
- LinkedIn: <https://www.linkedin.com/company/aptcode/>
- Whatsapp: +91 7032960122



# Communication

## STAYING CONNECTED

We believe clear communication is the backbone of every successful project.

- Preferred Channels: Email / WhatsApp / LinkedIn / Instagram
- Response Time: Within 24 hours (weekdays)
- Weekly Updates: Progress reports at agreed checkpoints
- Emergency Contact: +91 7032960122 - [yaswanth@aptcode.in](mailto:yaswanth@aptcode.in)

### Promise:

We keep you **informed** at every stage so there are no surprises.

# Thank You

LET'S BUILD SOMETHING AMAZING

Thank you for trusting Aptcode Dev Studio. We're thrilled to start this journey with you and bring your vision to life. We don't just build Applications we build digital solutions that work for your business.

“One problem. One solution. One Aptcode.”

APTCODE