



# STAGES OF THE WEBSITE DESIGN PROCESS

## PRE-DESIGN STAGE

**Initial Enquiry:** you contact me for an initial chat and to ask about having a website built for you. I send you my 'Website Type Questionnaire' form to complete.

**Project Proposal:** on receipt of your completed questionnaire I prepare a 'Project Proposal' form. If necessary we can arrange a meeting or telephone conversation to decide what functions you do and do not require.

**Quotation:** based on our meeting/conversation I prepare an estimate of the costs of building your site. It is an estimate as you may wish to add or remove functions, pages etc. as the project progresses. I email the estimate to you for approval by the person with overall responsibility. I will also send you a sample copy of my 'Website Design Contract' so that you are aware of what to expect from me and also what is expected of you throughout and beyond the project.

**Acceptance:** if you agree to the estimate I prepare the actual 'Website Design Contract'. We then meet/talk to finalise the project and we both sign a copy of the contract.

**Deposit:** before I begin work you pay a deposit of 40% of the estimated project cost. This can be by cash, cheque made out to VR Designs or by credit card via PayPal invoice

**Layout:** I will produce some ideas to show you and we will agree the overall 'look' of the website.

## DESIGN STAGE

**Domain:** I will acquire your chosen domain on your behalf and set up email addresses of your choice. If you have an existing domain I will either have to transfer it to new hosting or be given the username and password to be able access the current web space.

**Design:** I build you a test website for you to see on the internet. This is based on the previously discussed layout and is for your approval.

**Functions:** I add the functions you have chosen, or added afterwards in writing, to the test website for your approval.

**Revisions:** you can have 2 rounds of revisions of this design so you need to be very clear about changes you would like.

**Second Payment:** you pay an instalment of 30% of the estimated project cost.



## BUILD STAGE

**Templates:** I will supply you with Microsoft Word and Excel content templates for you to complete and return to me.

**Content:** you return the completed templates to me with the text content in its final version, i.e. fully edited, proof read, and spell-checked. If we have agreed that I will supply these for you then we make arrangements for me to write the text etc.

**Images:** you supply the correctly formatted photographs, logo and other images and media necessary. If we have agreed that I will supply these for you then we make arrangements for me to take photographs, create graphics etc.

**Test Site:** I then add the content and images to the test website.

**Proof Reading:** you then need to proof read the test website for any final errors.

## LAUNCH STAGE

**Final Payment:** the remainder of the estimate cost i.e. 30% plus or minus any extras becomes payable. You will also need to set up a standing order to VR Designs for any additional hosting services, reports etc.

**Upload Website:** the completed website is uploaded, submitted to search engines and all functions are tested again. Any other extras such as setting up email on your computers, links to Facebook etc. are completed and all usernames and passwords are supplied to you.

**Training:** if your website includes a Content Management System (CMS) I will train the person responsibly for the administration of the website to use CMS. I will also provide them with an instruction book that guides you through the process.

**Maintenance:** there then follows a six month maintenance period where I will help you with any teething problems or faults in the website itself. For help with general support and user enquiries you will be invoiced at £30.00 per hour billed by the minute.

**Marketing:** if you have ordered any marketing material to promote your new site these will be prepared and supplied.

## NOTES