



Your Part in the Web Site Building Process

Experience has shown us that the best web sites are produced for the lowest cost when these guidelines are followed.

- **A Client Area will be provided for all design and maintenance clients.** You will be required to sign in to view your billing and work-in-progress in order to clear up any problems early in the design process.
- **Use the Client Area.** Messages, tasks and other items posted in our Client Area are the most effective methods for communicating with us, particularly because it gives us both a written record. Please use it whenever possible. We realize that this may not always be appropriate and will schedule phone conversations and use email as needed. You can always call in an emergency situation.
- **Be clear on what your goals are.** Let us know what you want from your web site.
- **Decide on content.** Decide *what* content you want to present on your web site. We will be in charge of designing the *how* and *where* – the formatting and layout.
- **Deliver content to us in an organized and timely manner.** It will be your responsibility to provide us with all the information we need to complete your project. This includes copy, text, pictures, etc. Text should be finalized, proofread and ready for publication. Graphics should be named carefully and sent in an orderly way. Please send ALL of your content in such a manner that we can cut and paste it into your Web page. You can do this by directly typing into an E-mail or sending a .doc file as an attachment. Doing this speeds up the design process and eliminates typos and mistakes.
- **Offer clear, helpful feedback to design drafts.** Remember that the process consists of 2 rounds of revisions. Your feedback will help us give you the web site you want.
- **Leave it to us to produce a professional product.** Be flexible and aware that time is limited, and leave the responsibility of producing professional results primarily in our hands.