

Work Process for New Eve Creative

DESIGN SENSIBILITY: Please send me your completed **questionnaire** with **links to 3 websites** that you like from businesses similar to yours (and maybe *not* so similar). I will need **your logo**, preferred colors, fonts, website feel, etc.

PROPOSAL AGREEMENT: Following an initial phone, in-person, and/or email consultation to determine if I am a good fit for your needs and budget, I will provide you with a proposal and agreement to review and modify, if needed.

DEPOSIT: After I receive the signed agreement, I will provide an invoice for your 50% deposit to begin your website. ***Any delay in my receipt of payments will result in a delay in your project.***

PRELIMINARY LAYOUT: I will review the design materials in detail and schedule a brief call, email, or visit to go over any questions you might have before full production begins and also to identify a **baseline layout** for your project. Usually I start with 3, but sometimes I begin with 1 if your needs are highly unique, and, as a result, I need to create the layout from scratch. I will do at least 1 quick homepage mockup.

Page-by-page content and photos must be provided at this phase to ensure timely delivery of the first website draft. If I need to create content, these items are included as add-ons to the web design project base price. Wix stock images are available at no additional charge.

FIRST WEBSITE DRAFT BEGINS: After I receive all materials, I will begin the creative process with your images and text. I will provide you with a completed website rough draft within 2 weeks (barring unforeseen delays beyond our control such as official holidays, power outages, etc.). Completion depends on your timely content submission.

REVISIONS: Design revisions are expected. I make every effort to incorporate your consolidated ideas and changes when revising the design drafts. The number of revisions is limited to 2 full rounds. Expect 1-2 weeks per round. *If additional revisions are requested, they will be billed at \$65 per hour, 1 hour minimum until I receive your approval.*

FINAL INSTALLMENT: Payment for the final installment of 50% is due prior to the website going live. Charges will be included for add-ons not covered previously.

ANNUAL HOSTING: You are responsible for purchasing annual hosting through Wix to enable website installation and domain connection. Some Wix plans provide a free domain, but you will need to pay extra (currently \$9.99) to keep it private.