

# Website Creation

## Fully Managed Solution

Our talented team will build a great website for your business. We will communicate with you to gather all necessary content and insights to develop the specific functionality and design needed to suit your business.

### What to Expect Next:



#### Within 2 Production Days

\*after the order is received

The website team will send you a **Confirmation Email** to confirm the receipt of your order along with a request to schedule a consultation call through the booking link at your earliest convenience.



#### When the client books the call (Typically within the week)

\*after the Confirmation Email is sent.

**Initial Consultation Call:** Our website team will conduct an **Initial Consultation Call** with you to gather the additional information necessary to complete the setup.

- o Discuss desired color scheme and logo
- o Discuss domain name preferences
- o Go over [templated site options](#) we recommend.
- o Home page layout requirements, tabs and pages, features, images, and graphics ideas

*Important: Please note that our team will not be able to begin work on your site until we receive login credentials to access your domain (if you are using your own domain) or your permission to register a new domain on our end, as well as all missing information has been provided.*



#### 5 Production Days

\*after the Initial Consultation Call is Completed

**First Mock:** Based on the information provided during the consultation call, our developers will design a template **First Mock**—which includes your chosen color scheme, logo, and images—and send it for approval within 5 production days. If any changes are needed, one round of revisions in a single email can be submitted by replying to the email.

*Important: ONE set of revisions is included. The client will be required to outline all requested changes in one single email. Additional changes submitted following that email will be charged at an hourly rate.*

*Please note that our team will not be able to begin work on your site until all missing information and revisions have been provided.*



#### 15 Production Days

\*after the client's approval of the First Mock is received and the required assets are provided.

**Second Mock:** Once the first mockup is approved, we will build out the site and populate it with the content you provide. We will also provide industry-specific images if none are supplied, and send you the **Second Mock** for approval within 15 production days after any edit requests are made. If any changes are needed, one round of revisions in a single email can be submitted by replying to the email.

*Important: ONE set of revisions included. The client will be required to outline all requested changes in one email. Additional changes submitted following that email will be charged at an hourly rate.*

*Please note that our team will not be able to begin work on your site until all missing information and revisions have been provided.*



#### 5 Production Days

\*after the client's approval of the Second Mock is received.

**Site Publication:** After the deliverables have been submitted, we will complete the look and feel of the site with site optimization tasks and send you a **Publication Approval Email**. Please take this opportunity to review your site and point out any potential development, spelling, or grammar errors.

*Important: You will be required to outline all errors in one email. Additional changes submitted requiring design, image, or content edits will be charged at an hourly rate.*

**Please note that if no response is received within 2 business days, we will set your site live with the provided/purchased domain name.**

**Your website is now LIVE and on the World Wide Web:** You will receive a confirmation email with a link to your website.

#### Important Notes:

- The site build timeline of 25 **Production** days begins from the day we complete the consultation call.
- Timelines may vary based on client responsiveness and delays in providing the required assets.
- **Timeline is considered paused while waiting on customer response.** We will send 2 reminders when waiting on customer (1 per week), and if no response is received, the site production will be put on hold.
- The production timeline will be adjusted when additional pages, products, or custom billable hours are added to an order.
- We require direct contact with the business owner via email and phone to ensure we deliver the website on the timeline outlined above.

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### Available Website Packages:

<b>Landing Page</b>  <i>Additional Required Products:</i> <ul style="list-style-type: none"><li>Website Maintenance &amp; Management *minimum 12-month commitment</li><li>Website Pro</li></ul>	Includes a WordPress powered 1-page landing page that best represents your business, products, and services.	<ul style="list-style-type: none"><li>1 template-page (<b>no navigation</b>)</li><li>Up to 10 images &amp; 1000 words of content</li><li>Up to 5 contact form fields</li><li>Contact info</li><li>Call-To-Action</li></ul> <b>*All content must be provided.</b>	<ul style="list-style-type: none"><li>Monthly fees include:<ul style="list-style-type: none"><li>Hosting</li><li>Unlimited text changes to existing content.</li><li>Up to 10 image changes per month to existing images.</li></ul></li></ul>
<b>Basic 3 Page Site</b>  <i>Additional Required Products:</i> <ul style="list-style-type: none"><li>Website Maintenance &amp; Management *minimum 12-month commitment</li><li>Website Pro</li></ul>	Includes a WordPress responsive website with primary navigation that include 3 pages of your choosing. We will work with you to customize the colors, photos, logos, and other artwork on your website.	<ul style="list-style-type: none"><li>Search engine-friendly website</li><li>Optional blog (entries not included) page</li><li>Up to 15 photos; image uploads included (<i>additional images will be charged at per product rate</i>)</li></ul> <b>*All content must be provided.</b>	<ul style="list-style-type: none"><li>Monthly fees includes:<ul style="list-style-type: none"><li>Hosting</li><li>Unlimited text changes to existing content.</li><li>Up to 15 image changes per month to existing images.</li></ul></li></ul>
<b>Standard 5 Page Site</b>  <i>Additional Required Products:</i> <ul style="list-style-type: none"><li>Website Maintenance &amp; Management *minimum 12-month commitment</li><li>Website Pro</li></ul>	Includes a WordPress responsive website with primary navigation that include 5 pages of your choosing. We will work with you to customize the colors, photos, logos, and other artwork on your website.	<ul style="list-style-type: none"><li>Search engine-friendly website</li><li>Optional blog (entries not included) page</li><li>Up to 25 photos; image uploads included (<i>additional images will be charged at per product rate</i>)</li></ul> <b>*All content must be provided.</b>	<ul style="list-style-type: none"><li>Monthly fee includes:<ul style="list-style-type: none"><li>Unlimited text changes to existing content.</li><li>Up to 25 image changes per month to existing images.</li></ul></li></ul>
<b>Advanced 10 Page Site</b> <i>(e-commerce option available)</i>  <i>Additional Required Products:</i> <ul style="list-style-type: none"><li>Website Maintenance &amp; Management *minimum 12-month commitment</li><li>Website Pro</li></ul>	Includes a WordPress responsive website with primary navigation that include 10 pages of your choosing. We will work with you to customize the colors, photos, logos, and other artwork on their website.  <b>E-commerce option available</b>	<ul style="list-style-type: none"><li>Search engine-friendly website</li><li>Optional blog (entries not included) page</li><li>Up to 25 photos; image uploads included (<i>additional images will be charged at per product rate</i>)</li><li>Up to 25 product uploads included (<i>additional products will be charged at per product rate</i>)</li></ul> <ul style="list-style-type: none"><li>If e-commerce: User-friendly eCommerce integration via PayPal (default), Square, or Stripe</li></ul> <b>*All content must be provided.</b>	<ul style="list-style-type: none"><li>Monthly fee includes:<ul style="list-style-type: none"><li>Unlimited text changes to existing content.</li><li>Up to 25 image and 25 product changes per month to existing products and images.</li></ul></li></ul>
<b>Available Add-ons</b>			
<b>Additional Pages</b>  <i>Required Products: Website Creation, Website Maintenance &amp; Management, and Website Pro</i>	There is no limit to the number of pages you can add to the site. Each additional page comes at an additional cost per page.	<ul style="list-style-type: none"><li>*Please note the production time will be adjusted based on the number of additional pages requested.</li></ul> <b>*All content must be provided.</b>	
<b>Additional Products &amp; Images</b>  <i>Required Products: Website Creation, Website Maintenance &amp; Management, and Website Pro</i>	There is no limit to the number of images or products you can add to the site. Each additional product/image that exceeds the limit of your purchased site build comes at an additional cost per product/image.	<ul style="list-style-type: none"><li>*Please note the production time will be adjusted based on the number of additional products and images.</li></ul>	
<b>Hourly Charge</b>  <i>Required Products: Website Creation, Website Maintenance &amp; Management, and Website Pro</i>	Any site functionality that exceeds our Website Creation package offering is scoped out and charged per hour.		

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### FAQs

#### Client Expectations:

- Provide images and text content as requested.
- Communicate efficiently with us to keep the project on track in order to meet the set deadlines.

#### What does the required monthly fee include?

Monthly Charges include | Hosting and Maintenance & Management

- Maintenance & Management of a landing page includes: Unlimited text changes to existing content per month and 10 existing image changes per month. Managed Wordpress Hosting also includes daily backups and built-in reporting.
- Maintenance & Management of a website of 3+ pages includes: Unlimited text changes to existing content and up to 25 image changes per month to existing images. Managed Wordpress Hosting also includes daily backups and built-in reporting.

*\* Any additional images/product changes beyond the original offering will be charged at a per product/image rate.*

*\* Any functionality changes to sites will need to be scoped out and charged at an hourly rate.*

*\* The monthly charge **DOES NOT** include maintaining or integrating emails.*

*\* All content needs to be provided.*

#### What is the turnaround for monthly changes?

Monthly changes to images and text is 5 business days.

#### Can we use an existing domain?

One of our website experts will walk you through the process of redirecting your existing domain name to the new website.

#### Do you provide stock images?

We can provide stock images when requested. However, we recommend using professional images of the business, products, and services to create a more personalized website.

#### What is included in each of the product/items on each product page for e-commerce sites?

We include these items on each product page **if** details are provided:

- One product image
- Product name
- SKU number
- Product description, features, and specifications (up to 100 words)
- Flat shipping price
- Tax per item

#### Client Responsibilities:

- Populated spreadsheet of the above product details and images.
- If more functions are required, our team will need a detailed list of the requested features. Any additional hours due to added functions/features will be charged at an hourly rate as needed.