

Our Process

1. Project kick-off

What: Answer the project kick-off questionnaire.

Who: You

What: Set up your client portal and send you a link for all the project information.

Who: Us

2. Provide written content

What: Upload content documents into the shared folder. You must either have one document for each page of the website or provide a clear division for each page in a single document. Content in the document must have headings with content in each section (ideally with at least 300 words of content on each page). You can use this [website page template](#) we created or create your own pages.

Who: You

3. Provide images

What: Upload images into your shared folder organized into folders for each page and a general folder for pictures that can be used anywhere on the website (including your logo). For Depositphotos, provide the Image ID for each image with the plan limits in an email.

Who: You

4. Content review

What: We'll review the content you sent us.

Who: Us

5. Style guide delivered

What: Upload basic style guide with colors, fonts, and sitemap with information we provide or that you provided.

Who: Us

6. Style guide reviewed

What: Review the style guide and provide feedback for changes or alternative direction.

Who: You

7. Homepage delivered

What: We'll give you the homepage styling for review.

Who: Us

8. Homepage revision

What: Homepage feedback will be provided, and we'll revise the homepage based on your feedback.

Who: You and us

9. Inner pages

What: We'll start work on the inner pages of the website.

Who: Us

10. Inner pages revision

What: Review inner pages and provide feedback, and we'll revise the inner pages based on your feedback.

Who: You and us

11. Website review

What: Provide any final feedback for the entire website, and we'll implement any feedback you have about the website.

Who: You and us

11. Launch

What: We'll begin the steps to launch your website to the world.

Who: You and us