

Rainbow Websites: How We Work, Step-by-Step

It is our mission to give all clients uncompromising personalized service. Your website is the world's snapshot of you. It is important to us that when people visit your site, they discover what you have to offer and will find it easy to locate and obtain what they came for.

Prior to our first meeting with you, you should fill out our Website Development Worksheet. It will help you to specifically outline your needs, so that we may draw up a proposal detailing precisely what we will do for you. The worksheet is *vital*, as it outlines *what we need from you* in order to make the project successful. Therefore, please do not request a meeting until the worksheet has been completed.

After you have reviewed the resulting proposal, and we have discussed any desired revisions to the plan, this proposal will be used for the basis of your Website Development Agreement. This is our standard agreement for use with newly designed sites as well as redesigns or simple revisions. Maintenance Contracts are available as well, so feel free to ask about them after your project has been completed.

At this point we may meet for the purpose of collecting the deposit and signed agreement. However, the agreement may be faxed and funds transferred electronically, so a meeting is not necessary unless you have assets which are not easily managed any other way. (e.g. photos or other material to scan for use on your website, high-res images or movie files on a disc or flash drive, etc.) However, if you are not local, such assets may be sent via postal mail.

When the agreement is signed, **if the total value of the contract is \$600 or less, payment in full, in advance, is required for work to commence.** All contracts whose value is in excess of \$600 are billed according to the following schedule:

Initial deposit – 50%
Weighpoint #1 – 20%
Weighpoint #2 – 20%
Completion – 10%

The weighpoints will be determined by you, according to your needs. They may be dates (deadlines) or they may be based upon percentage of site completion. A sample agreement is available, so that you may see more clearly how the weighpoints work.

Please feel free to contact me with any further questions.
Sincerely,

Lydia Shelley
754-444-0551
www.rainbow-websites.com

Barter is always considered, however, the process described above must be followed regardless of payment method. No exceptions.