

# 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 an initial proposal and agreement to review.

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

**PRE-PRODUCTION CALL:** 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 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 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.*

**PRODUCTION BEGINS:** After I receive all materials and first payment for the website, I will begin the creative process. 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.