

Website design **TIMELINE & PROCESS**

1-2 WEEKS PRIOR	WEEK 1	WEEK 2-4	WEEK 4-5
<ul style="list-style-type: none"> • 50% deposit invoice paid and project contract signed • Project scheduled, added to calendar and email request sent to client for content • Commence gathering and finalising all content and imagery for website 	<ul style="list-style-type: none"> • All finalised and proofed content sent by Monday morning • Commencement of building and designing website 	<ul style="list-style-type: none"> • Continuation of website design and build, including: <ul style="list-style-type: none"> - uploading all content - adding branding elements - optimising images - styling pages - testing functionality - implementing custom code - work on any third-party integrations - upload e-commerce products 	<ul style="list-style-type: none"> • First draft of website sent for client review • Feedback (Round 1) provided after 3 business days • Feedback applied to website and resent for client review
WEEK 5-6	WEEK 6-7	WEEK 6-8	POST-LAUNCH
<ul style="list-style-type: none"> • Feedback (Round 2) provided after 3 business days • Feedback applied to website and resent to client for review • Sign-off of final design or purchase additional refinement rounds 	<ul style="list-style-type: none"> • Final refinements made (if required) • Run through final site checks for links, styling, functionality across all devices and SEO • Launch date is planned (or 'Coming Soon' page implemented) 	<ul style="list-style-type: none"> • Hosting plan and/or domain purchased (if required) • Website connected to hosting and domain • Super excited because your site is now live! 	<ul style="list-style-type: none"> • Book in a time for website training session • Provide 1 hour training session and Help Guide for editing new site • Available for any additional design work or adding pages, just ask!

● You (the client) ● Me (the designer)

REFINEMENTS & CHANGES:

There are 2 round of changes included in this project. To stay on schedule, feedback from the client needs to be provided within 3 business working days.

ADDITIONAL CHANGES OR DELAY:

Any part of the project that falls outside of these 2 rounds will result in additional charges and quoted for separately.

TIMEZONES & WEEKENDS:

I will never expect you to answer emails on weekends or late at night! If you do receive an email from me on a working day in my timezone, you can answer it the next day.

Somewhere
studio

somewherestudio.com.au  