



This letter was prepared regarding the set-up and design of a new website. The following will outline the services to be rendered by Steve Mills Design and their associated fees, payment options and client responsibilities. This document will help in understanding the design process for this project.

Design Consultation

We will discuss the following:

- Domain name and web hosting
- Site structure - Navigation and pages
- Page Layout
- Colours
- Fonts
- Forms
- Links
- Content Responsibility

**This meeting can occur at the offices of Steve Mills Design or another location.*

Project Approval

Client will receive documents for review and signing:

- Client Brief (this document) **must be reviewed and payment option chosen*
- Client Agreement **must be reviewed and signed*
- Schedule outlines **project deliverable and client payment dates*

**These documents will be sent out in the order above.*

Set-up of Domain and Web-Hosting.....\$65.00 + Hosting fees

- Domain name registration / name-server re-pointing
- Web hosting account set-up with Host Papa
- Temporary "Under Construction" page
- Sub-Domain set-up for testing

**To purchase a domain name for you, Steve Mills Design will require your credit card information. If you already have a domain name registered, Steve Mills Design will require your login and password information to access your domain and re-point the name-servers to your new site, if necessary.*

Site Design.....\$680.00

- 3 Mock-up page images
- Revised Mock-up
- Page construction
- Content proofreading and editing (2 hours)
- Image re-touching and re-naming (for SEO)
- Meta-description tag creation (for SEO)
- Content Upload

**Once the 3 Mock-ups have been delivered, Steve Mills Design will await feedback, including the preferred design along with any revisions required. Steve Mills Design will provide a revised mock-up for approval. Once final approval is received, Steve Mills Design will begin website construction.*



Testing.....\$195.00

- Upload site to Sub-domain
- Test navigation
- Test links
- Test multi-browser compatibility
- Test form functionality

**Once the site is uploaded to the test server, Steve Mills Design and the client will test the site for appearance and functionality issues. If any issues are discovered, Steve Mills Design will promptly correct them and the site will be re-tested. This process will continue until the client is satisfied with the project.*

Launch.....\$260.00

- Upload site to domain
- Re-test navigation
- Re-test links
- Re-test multi-browser compatibility
- Re-test form functionality

**Once the site is launched, Steve Mills Design and the client will re-test the site for appearance and functionality issues. If any issues are discovered, Steve Mills Design will promptly correct them and the site will be re-tested. This process will continue until the client is satisfied with the project.*

Maintenance *optional.....\$200.00/year

Includes, but is not limited to:

- Check for code updates
- Test for link degradation
- Test for multi-browser compatibility
- Test for navigation functionality

**Steve Mills Design will perform maintenance on your site on a quarterly basis. However, any maintenance required to your site in between checks, will not be subject to any additional charges. If the client declines the Maintenance option, Steve Mills Design will correct any issues discovered at the normal rate of \$65.00 per hour.*

Payment Options

- Option 1: Client pays \$ 400^{.00} in advance and \$ 800^{.00} upon completion
 - Option 2: Client pays \$ 400^{.00} in advance and \$ 307^{.00} monthly for 3 months
 - Option 3: Client pays \$ 400^{.00} in advance and \$ 174^{.00} monthly for 6 months
 - Option 4: Client pays \$ 400^{.00} in advance and \$ 97^{.00} monthly for 12 months
- Add Maintenance? Yes No

**Maintenance fees due upon first scheduled check, 3 months from launch, and then yearly from that date. Please note that these payment options do not include web-hosting fees. The web host will bill for these fees separately.*

Please remit a copy of this form to the e-mail address you see below. Thank you for your time.