



CowboyUp Websites

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Web Site Design Process

Client	Project
Point of Contact	
Phone	
Email	
Estimated date for site launch	Initial Consultation Date

Deliverable	Who	Estimated Time	Deliver Date	Completed
Initial Consultation	Client & CWS	1 day		
Prototype design concept with payment of \$50.00	CWS	5 business days		
Content of site *	Client	<div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;"> <i>Most clients take two weeks to provide content - text/graphics/photos.</i> </div>		
Graphics/Photos *	Client			
List of desired elements *	Client			
Login information for external hosting	Client			
Review of Prototype design Upon acceptance - 50% of bid is required.	Client & CWS	1 day		
Completed "approval website" provided in a protected directory on the Internet for client review	CWS	5 business days Custom timelines for database sites and sites over 10 pages		
Review site and send requested corrections to "approval website" **	Client	<div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;"> <i>Most clients take one week</i> </div>		
Complete corrections	CWS	2 business days		
Review site and send approval email and final payment to CWS. +	Client	<div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;"> <i>Most clients take one week</i> </div>		
Website Launch Uploading of completed website to the final space at the desired domain	CWS	1 business day		
		35 business days		

* The building of the actual website will not begin until all content, graphics/photos, and elements list have been delivered to CowboyUp Websites. Digital format is preferred. Paper copies will be charged a scanning/typing charge.

** These include minor corrections only. New information will be charged at our regular hourly rate.

+ Any changes after this approval is provided will be charged at our hourly Maintenance and Updates rate.

CowboyUp Websites is not responsible for any delay in the site launch date due to Client not providing content deliverables and approvals by completion dates.