



# 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		
<b>Prototype</b> 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>		
<b>Website Launch</b> 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.*