

WEBSITE DESIGN *timeline + process*

3-4 WEEKS PRIOR	WEEK 1	WEEK 2	WEEK 3
<p>50% deposit invoice paid + project contract signed</p> <p>Project scheduled, added to calendar + questionnaire sent</p> <p>Commence filling out project questionnaire, gathering and finalising content/imagery</p>	<p>Questionnaire, finalised and proofed content due Monday morning</p> <p>Sit back and relax for 2 weeks!</p> <p>Start outlining and drafting site design</p>	<p>Continue to design site and test functionality, add business information, upload content, format text, add branding, optimise images, style colours and fonts, implement custom code, work on any third-party integrations, upload ecommerce products</p>	<p>First draft of website sent for review</p> <p>Feedback Round 1 provided after 3 business days</p> <p>Feedback applied to website and resent for review</p>
WEEK 4	WEEK 5	WEEK 6	POST-LAUNCH
<p>Feedback Round 2 provided after 3 business days</p> <p>Feedback applied to website and resent for review</p> <p>Sign-off of final design or purchase additional refinement rounds</p>	<p>Any final refinements made</p> <p>Run through final site checks for links, styling, functionality and SEO</p> <p>Launch date is planned (or Coming Soon page implemented)</p>	<p>Domain is connected to website</p> <p>Squarespace hosting plan purchased</p> <p>Excited because your site is now live!</p> <p>Final SEO is implemented</p>	<p>Book in a time for online training session</p> <p>Provide 1.5 hour training session + Help Guide for editing new site</p> <p>Available for any additional design work or adding pages, just ask!</p>

 YOU - THE CLIENT
  ME - THE DESIGNER

TIMEZONES/WEEKENDS/HOLIDAYS

No issues here! JMD will never expect you to work or answer emails on a weekend or holiday, and even if I reply to you on a working day in my timezone, you can answer the next business day in your timezone.

REFINEMENT ROUNDS

There are 2 rounds of feedback included in this project timeline. To stay on schedule, feedback needs to be made within a maximum of 3 days to ensure you get the full amount of feedback time if it's needed.

RUSHED / DELAYED / PAST DEADLINE CHANGES

Any part of the project that needs to be rushed, delayed or falls outside of the allotted project timeline will be made at my hourly rate or quoted for separately. Content that comes in after the start date may be subject to fees or a deadline push.