

weeg aims to create websites that suit clients' **individual needs** and **unique identity**.

before **site development** begins, we will have a chat about what you have in mind for **your website**. it is helpful if you have an idea of the style, colours, fonts and images that you'd like for your site. it is also useful if you provide links to websites you like, and even those you don't. this will assist in meeting **your style** and **design preferences**.

for our first chat or meeting, please be ready to provide (by email, on disk or data stick) all the **content** you wish to be included on your website:

- text/wording should be provided within a simple Word document, together with an outline of pages/sections, if possible;
- any images, files and/or downloads you wish to be included on your site should be provided as well (MP3s, PDFs, JPGs, etc).

additionally, your **domain name** and **web hosting** package will need to be purchased by you before the design phase of your project can begin. advice on domain registration and hosting can be provided if necessary. the costs for this are not paid to weeg, so are in addition to the agreed rate for the full site development.

on the basis of the design you specify and the amount of material your site will contain, a **quotation** for the whole job will be provided, and a **time-scale** for completion agreed.

if you require **branding, logo** or other **graphic design** for your organisation, this can also be provided, and can be added to the cost of the full site development. **videos** can also be edited from your original files and added to your site.

normally, a **deposit** is expected at the start of the project once an outline of work and time-scale for completion are agreed. for larger projects, a schedule of **instalments** is also expected.

in the **design phase** of the project, you will be provided with 2-3 samples for the page/section design(s) you require; these will be sent as links via email. once the overall design, look and feel of the site is agreed, all the content (wording, downloads, etc) will be added.

when design and development are completed, you will be provided with a link to view the full **test site** before it goes live. it is at this point that any final amendments and tweaking must be made.

once you are happy to go live with your website, full payment should be made and then your website will be uploaded to your domain, making it visible for all the world to see!

finally, you will be provided with a **back-up CD** containing your whole website, and information on how to **maintain the site** thereafter.

for further details, please read weeg's **terms and conditions**:

<http://weeg.co.uk/docs/weegtermsandconditions.pdf>

or return to weeg's website:

<http://www.weeg.co.uk/>