

1. Domain Name: Choose a catchy and easy to remember name for your website. Try to keep it as short as possible, but still meaningful. Domain names begin with "www." and end with one of the following: ".com", ".org", ".net", etc. It's a good idea to think of a couple domain names in case your first choice is already taken.

2. Information Gathering: Gather together all your company or organization's information – logo, photographs, text, illustrations, menus, brochures, etc. You can keep design costs down by submitting proofread text in Microsoft Word Document (.doc) format and by submitting photographs, logos, and illustrations in .jpg, .gif, .png, .psd, .ai, or .indd format.

3. Initial Consultation: We will talk (either in person or by phone) about your vision for your website and discuss your individual needs. Download a printer-friendly version of the Website Development Questionnaire for the information we will need for your initial consultation.

4. Estimate and Proposal: After the consultation, you will receive a written estimate of the cost for designing and implementing your website. An initial deposit of 1/3 of the estimate will be required if you choose to accept the proposal, and it will be applied towards the final bill.

5. First Draft: Once you have accepted the proposal and made the initial deposit, we will develop a draft of your website. This consists of a color scheme and page layout. This will be our starting point, and we will build upon it as time goes on. Your website will be hosted on a temporary server during the development process. You will be able to view your website 24 hours a day, whenever it is convenient for you.

6. Second Draft: During this phase we will develop the content of your website based on your specifications. This phase allows you to submit a second round of feedback and suggestions.

7. Final Draft: This is where we will take care of any final additions, corrections, and editing. Once we test and finalize your website, it will be ready to go live.

8. Go Live: Your website will be uploaded to the hosting server and is now ready for the world to see!