

# WEBSITE DESIGN AND BUILD PROGRESSION CHART

LOGO

CLIENT

PAYMENT POINTS: 3 X  
1/3RD

Initial enquiry received from client  
 Client to complete website questionnaire  
 Questionnaire analysed with web team/account manager  
 Site plan drawn up  
 Quotations prepared  
 Client accepts site plan and quotations. 1st payment

Buy domain name if not already done so  
 Recommend merchant bank/payment options if required  
 Finalise commerce/banking arrangements and advise Logo

Recommend hosting if not already in place  
 Check any existing hosting is suitable  
 Provide all ftp details, passwords, log on info from existing host  
 Finalise exact fields for new data bases or fields in existing data bases

Supply photos to Logo  
 Supply text to Logo  
 Identify photos needed and source or arrange photography  
 Prepare text

Prepare flat designs for Home Page: Photoshop RGB 1024 x 768  
 pxls  
 Web team to check for technical issues  
 Submit to client

Fine tune home page: style, colours and exact running order/wording  
 Client to **sign off** home page

Build home page to demonstrate and upload to [logoswift](#)  
 client to **sign off** working home page. 2nd payment

Design each page as Photoshop visual  
 Client to **sign off** design including text and photos of main section pages

Client to provide details for SEO - description, meta tags etc.  
 Client to advise if any existing SEO systems are in place  
 Check compatibility with SEO organisation if relevant

Build site  
 Build back-end of site  
 Test back-end of site  
 Check all banking arrangements are accessible

Upload to [Logoswift](#) for client approval  
 Client to check and advise small changes  
 Incorporate changes  
 client to **sign off** and approve for making live. Final Payment

Upload to web  
[integrate](#) with databases  
 integrate with payment system  
 testing and checking  
 Provide CMS training if required

Changes made after critical sign off stages charged extra

Prepare dynamic e-mail promotion of new site if required