WEBSITE DESIGN PROCESS

This document is designed to help you understand the steps we will follow during the development of your site.

IQnection divides design projects into 4 separate phases. Each phase covers a different portion of the project. You will be asked to sign off on each phase of development before proceeding. To keep the project moving forward, we will not be able to return to a completed phase without incurring additional expenses.

The 4 phases are:

1. Look & Feel
2. Site Build and Navigation
3. Enhanced Features & CMS Training
4. Site Launch & Promotion

PHASE I: LOOK & FEEL

The process begins with an *Initial Design Meeting* between you and our Design Manager. In this meeting we will gather the information our designers need to begin working on your site. After this meeting your project will officially be in *Phase I*.

Phase I begins the process of establishing a look and feel for your site you love! Our designers will provide you with digital layouts for your approval. During this process you will have the opportunity to provide feedback on the designs being presented.

Important Actions For You To Accomplish During This Phase:

- Identify 3 existing websites that appeal to you. Focus on design /layout.
- Supply us with your logo, tagline and any digital images you would like to include.
- Approve a design layout.

Sign and date below to move forward to the next phase or use the space below to request additional changes to your layout. Do not sign and date this document unless you are ready to move to the next phase.

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_____	_____	_____
Domain Name	Signature	Date

I Am Ready To Commit the Work Done In Phase I & Move To Phase II

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"Your intelligent connection"
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