tt web designing ®
Branding, Marketing & Site Management Services
www.ttwebdesigning.com

Design Process and Revisions

Thank you for choosing T&T Web Designing for your new website. We want you to be completely satisfied with your new website design. With that in mind, we have created this document to ensure a smooth process, and to clear up a few items that, in our experience, can sometimes be confusing for customers.

This document will help you understand the design and revision process.

1. Type your name in the space provided at the bottom of this document to confirm your understanding of it. Email a signed copy of this document back to support@ttwebdesigning.net. Also, fill the "Initial Consultation Form" online and submit it. We will send you a "Website Quote," after receiving your answers and completing our review of your consultation with us. The quote is the standard price for your project and might not include some third-party services and subscriptions.

1. Once we receive your full payment, we will start collecting your site content (Graphics, Video and Text), which you must provide. If you don't have content, let us know and we will provide it.

2. Within a few days of receiving the signed copy of this document and your full payment, we will apply the default design, also known as "The Mockup" to your website. The Mockup will be sent to you, and you will have the chance to suggest any customization. The mockup design may take 10-15 business days (excluding weekends) to complete, and this date will commence on the date we received your site content (Graphics, Video, and Text).

3. Once you approve the mockup, we will build your site within 60 business days. If a mockup is not necessary, then your site will be built within 45 business days of us receiving your starter materials. **Note**: *We will design the "Home, Contact, and About" pages as mock-up for your approval (if necessary). If this is not necessary, we will go ahead and work on completing the entire web site (Full-scale design process). Be sure you are satisfied with the design you wish to proceed with before we start the full-scale design process.*

4. As occasionally happens, please do not approve a mockup simply to speed up the designing process; rather, make sure you are truly happy with the design. Revisions that occur after we build an approved design mockup may incur additional design and development charges.

5. Once we have applied your requested design changes, we will ask you to **review the site carefully and send ONE email containing all the necessary revisions**.

6. If revisions are requested, we will complete all revisions and ask you for a final review to approve the website. Once the built website is approved, further revisions may incur charges, if applicable, at our discretion.

This document comes from the experience of guiding customers through the design process over 1000 times now. We want to make sure you get what you want without incurring any additional charges by making the design and revision process as smooth as possible.

Please, remember to fill out the "Initial Consultation Form," a brief quotation questionnaire that allows our engineering and design team to start the content development process and generate a prototype for you to review as we proceed. Again, thank you for choosing us!

I consent that I have read the Design Process and Revisions Policy document and accepted its terms and conditions:

Sign: _____   Date: _____

Print Name: _____   Position: _____

Email a signed copy to support@ttwebdesigning.net

THIS IS NOT YOUR CONTRACT