

## Development Process

### **This document outlines the development process involved should you select Jupiter Web Solutions to develop your website**

#### **Establish the Requirements**

I will arrange a no obligation meeting with you, preferably at your business premises if applicable, to establish your website requirements. Meeting at your business premises allows me to get a feel for what the business is all about. We will discuss your outline requirements and depending on the amount of information you wish to include on the website I should be able to advise how many pages are likely to be necessary. Alternatively you can decide to have a fixed number of pages and I will advise how much content can be included.

If you agree to proceed, I will require a non-refundable deposit of no more that 20% of the agreed Development Charge.

If you do not already have one, we will also discuss possible options and alternatives for your domain name, how many email accounts you will need to be set up and what sort of colour scheme you require. If you have already purchased a domain name, we will discuss where best to host the service, either with your existing host or with me.

#### **Domain Name Registration (if required)**

Following the meeting I will establish if your selected domain name is available. If not, I will suggest some alternatives, which are available and notify you of what they are. The final decision of what the domain name will be yours. Once the domain name has been agreed, it will be registered in your name at which point you will own the right to use it for 12 months. In order to retain ownership of the domain name, an annual fee will be payable. You will be given adequate notice to renew but please note that should you fail to renew, you run the risk of losing the right to use the domain name.

#### **Website Content**

You know your business better than I do! You will need to provide me with the textual content (copy) to be used to describe your business, services, products and pricing etc. Think of the website as if it were a brochure about your business. What would you include in it? I will help you to compose this as best I can if required. I will also need from you any photos you wish to use, either on the website pages or in a picture gallery. If you have a company logo or other graphics I will also need those too. All of this material needs to be in electronic format and can be provided on a CD, USD drive or sent to me in an email. If you need a logo to be designed from scratch, I can arrange that for you but this will be an additional charge.

Additional charges will be incurred if stock photos are required. I will charge the download fee for the image plus a fee of 10%.

#### **Website Development**

Once I have all of the content materials I can get on with the development work. Throughout the development process I will give you access to a test version online for you to review. If you notify me of any faults or problems I will fix these before making the site live under your domain name.

During the development process I will also set up your business email accounts.

During the development process you will be responsible for checking and testing that the content is correct and the site is functioning as required.

**Go Live and Handover Meeting**

When the site has gone live, payment of all outstanding balances will become due within 14 days.

As soon as possible after I have made the site live, I will contact once again to make sure you are happy with the final website.