



Cory Computer Systems

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“Web Design with the Small Business in Mind”

What Do I Do to Design A Website?

This is a 10-step process from Meeting with the customer to signing a contract.

1. Meet with the customer via Email, Phone, or Face-to-Face.
2. Establish whether they want a new website or a redo of an existing one.

New Site:

3. Discuss with the customer their reason for a web site
4. Explain the costs involved
 - a. Fixed Costs
 - i. Domain Name
 - ii. ISP
 - iii. Setup Fee (One Time only)
 - b. Variable Costs (what you pay me to do)
 - i. Procurement of Domain Name
 - ii. Procurement of ISP
 - iii. Email setup
 - iv. Web design
 - v. Graphics design
 - vi. Navigation design
 - vii. Web page creation
 - viii. Upload/download pages to ISP
 - ix. Submission to Search Engines
 - x. Analyzing Log Files
 - xi. Preparing reports
5. Get their ideas about web sites they like and find easy to use
6. Find out who their competition is
7. Get any brochures, sales literature, price lists, product descriptions, etc.
8. Create a Demo site attached to my website, for example
<http://corycomputersystems.com/cvletip/>
9. Write a proposal
 - a. Reiterate what we discussed
 - b. Describe the website that I created
 - c. Discuss pricing
10. Sign a Work for hire agreement

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<http://corycomputersystems.com>

Existing Site

3. Find out the URL of their current site
4. Determine the types of changes they want
5. Find out if they want to change ISP or keep their current one.
6. Explain the costs involved
 - a. Fixed Costs
 - i. ISP
 - ii. Setup Fee (One Time only)
 - b. Variable Costs (what you pay me to do)
 - i. Procurement of ISP
 - ii. Email setup
 - iii. Web design
 - iv. Graphics design
 - i. Navigation design
 - ii. Web page creation
 - iii. Upload/download pages to ISP
 - iv. Submission to Search Engines
 - v. Analyzing Log Files
 - vi. Preparing reports
7. Steal their site (make a copy on my web server)
8. Modify it as per discussion
9. Write a proposal
 - a. Reiterate what we discussed
 - b. Describe the website that I created
 - c. Discuss pricing
10. Sign a work-for-hire agreement

The next part is modifying the Demo Site to reflect what they want

Add material

Then publish and deploy the site to the ISP