

TAILORED TEMPLATE *timeline + process*

1-2 weeks prior	WEEK ONE: Day One-Three	WEEK ONE: Day Four - Friday
<p>50% deposit invoice paid + project contract signed</p> <p>Project scheduled, added to calendar + questionnaire sent</p> <p>Commence filling out project questionnaire, sharing copy (website content), images, fonts, logos and login credentials</p> <p>Choose your template and book your strategy call.</p>	<p>Start building website</p> <p><i>(you'll probably won't hear much from us for couple of days)</i></p>	<p>Send Link for Website Review</p> <p>Review website, list revisions and feedback (if any)</p> <p>Feedback due for 2 business days</p>
WEEK TWO: Day Six	WEEK TWO: Day Seven	WEEK TWO: Day Eight
<p>Review list of revisions and feedback</p> <p>Commence edits</p>	<p>Web design refinement 1 link sent for review</p> <p>Review website</p> <p>Sign off of final approved web design (or further refinement round purchased)</p>	<p>Final touches, linking of pages</p> <p>Send link for final review</p> <p>Final website review (due for 24 hrs)</p> <p>Domain is connected to website</p>
WEEK TWO: Day Nine	WEEK TWO: Day Ten	POST-LAUNCH
<p>Final SEO is implemented</p> <p>Final invoice is paid</p> <p>Prep launch graphics</p>	<p>Website goes live</p> <p>Send off launch graphics</p>	<p>Video walkthrough preparation on to make basic website changes</p>

■ YOU - THE CLIENT ■ ME - THE DESIGNER

NOTES / TIMELINES	REFINEMENT ROUND/S	RUSHED / DELAYED / PAST DEADLINE CHANGES
<p>Our design week will typically start on a Monday. However, given time zone differences, days may vary. This timeline and process is applicable for the new website. If needed some transfer or migration, timeline will be adjusted.</p>	<p>There are 1 round of refinement included in this project timeline. To stay on schedule, feedback needs to be made within a specified time to ensure you get the full amount of feedback time if it's needed.</p>	<p>Any part of the project that needs to be rushed, delayed or falls outside of the allotted project timeline will be made at my hourly rate or quoted for separately. Content that comes in after the start date may be subject to fees or a deadline push.</p>