

Tuesday, May 18, 2010

CLIENT WORK SHEET AND PRICING

CLIENT:	Discussed	Wants	Fee	Done	Paid	Owed	Comments
<b>THE IDEA PHASE:</b>	<input type="checkbox"/>			<input type="checkbox"/>			
-Initial Phone Call, Meeting - open client file..	<input type="checkbox"/>		Free	<input type="checkbox"/>			
-Basic Plan and Agreement (fill in this sheet)	<input type="checkbox"/>		Free				
				<input type="checkbox"/>			
<b>THE DESIGN PHASE:</b> (Most work is done here - Payment is required to begin).				<input type="checkbox"/>			<a href="#">Pay agreed amount.</a>
-Photography - Your Digital Photos or Mine	<input type="checkbox"/>			<input type="checkbox"/>			
-My Photo Shoot as Needed	<input type="checkbox"/>			<input type="checkbox"/>			
-Transfer photos from camera/your disk to my computer.	<input type="checkbox"/>			<input type="checkbox"/>			
-Review My or Review Client Photos	<input type="checkbox"/>			<input type="checkbox"/>			
-Photoshop Photos for optimum appeal	<input type="checkbox"/>			<input type="checkbox"/>			
-Receive your Domain Name & my admin info); or to secure your Domain Name - Your choice and your credit card info. You always own the Domain Name.	<input type="checkbox"/>			<input type="checkbox"/>			Pay Directly to the <a href="#">Domain Company.</a> Auto renew required.
-Client gets <i>usable</i> (mutually acceptable) webmail address.	<input type="checkbox"/>			<input type="checkbox"/>			We provide assistance.
<b>THE IMPLEMENTATION PHASE:</b> (Work to show to you).	<input type="checkbox"/>			<input type="checkbox"/>			<a href="#">Pay agreed amount.</a>
-Here the Basic Pages, using the photos (numbered for easy review) and type you have submitted are displayed on a temporary site for you to review and to proof.	<input type="checkbox"/>			<input type="checkbox"/>			
-You then carefully review what has been done and check it first for accuracy. One update is included in the price.	<input type="checkbox"/>			<input type="checkbox"/>			
-We can discuss the updates your site and your changes in person or on the phone - but to minimize 2nd updates	<input type="checkbox"/>			<input type="checkbox"/>			
<b>5 steps are offered and advised:</b> (You proof and return it).	<input type="checkbox"/>			<input type="checkbox"/>			
-The page/s of the site are printed in PDF form, and is/are sent to you as attachment/s.	<input type="checkbox"/>			<input type="checkbox"/>			
-Make all the corrections on the text to fix, and make notes on the site that you want to be changed.	<input type="checkbox"/>			<input type="checkbox"/>			
-Please send the signed form back via email to: ComputerGuide@Mac.com as a PDF attachment	<input type="checkbox"/>			<input type="checkbox"/>			
<b>or</b> by US mail to Joanne Gigliotti 69 Bralan Court Gaithersburg, MD 20877	<input type="checkbox"/>			<input type="checkbox"/>			
-When this is received we can discuss the updates to your site and your changes in person or on the phone.	<input type="checkbox"/>			<input type="checkbox"/>			
-Agree and proceed to Finalization Phase	<input type="checkbox"/>			<input type="checkbox"/>			

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<b>THE FINALIZATION PHASE: (This is IT- See Below)</b>	<input type="checkbox"/>			<input type="checkbox"/>			
-All the corrections are made as agreed and discussed.	<input type="checkbox"/>			<input type="checkbox"/>			
-The site is presented to you online and in operation as other people would see it. Any errors will be fixed.	<input type="checkbox"/>			<input type="checkbox"/>			
All photos and slide show are in operation.	<input type="checkbox"/>			<input type="checkbox"/>			
This is the work we do Actually make the Web Site Work.				<input type="checkbox"/>			
<b>You are sent a link to the site as if we would be hosting it. Also, upon request, we send you copy of the site on DVD included in the payment.</b>				<input type="checkbox"/>			<a href="#">Pay agreed amount.</a>
				<input type="checkbox"/>			
<b>WEB HOSTING: (Your Choice)</b>							
-You can give that DVD or copies of the files to any Hosting company to hold your web site - This is your choice.	<input type="checkbox"/>			<input type="checkbox"/>			
-If you'd like us Creative Computer Coach Hosting to be your Webmaster, we'd be glad to do that for you.	<input type="checkbox"/>			<input type="checkbox"/>			<a href="#">Pay agreed amount.</a> (SEE BELOW)
-We host your site, check it monthly for needed updates	<input type="checkbox"/>			<input type="checkbox"/>			
-We also do some updates each month and have a discounted rate for our web clients.	<input type="checkbox"/>			<input type="checkbox"/>			
<b>PRICING: WEB HOSTING</b>							
<b>Upload site that we host, no charge.      Hosting Site:</b>	<b>There are 2 payment options from which to choose.</b>						
	1.)	\$9 Monthly	Paid on the 1st of each Month. (\$108 Yearly)				
	2.)	\$89 Yearly	Paid on Date the Site goes up. Same date yearly.				
	Neither requires any long term contract.						
<b>PRICING: WEB DESIGN</b>	<b>Cost</b>	Simple	Med	Complex	<b>Examples of Site Types</b>		
<b>Prices PER PAGE for Web Site:</b>	<b>Per Page</b>	100	250	400			
	Text Only Home Page	X			Jazzy Business Card		
	Photo/Slide Show Home/or Single Page		X				
	Photo Menu Home Page			X			
	Photo/Slide Show Page		X				
	Movie / Flash /Java Pages		Price provided upon discussion.		Request Examples		
	Full Text Page, All Text must be proofed and provided.		Price provided upon discussion.		Request Examples		
	External Photo Sites		Prices Vary				
<b>ESTIMATE FOR TOTAL Price for Web Site: \$500 - \$1500 (average \$750 for 5 pages) includes 2 years of hosting.</b>							
<a href="mailto:ComputerGuide@mac.com">ComputerGuide@mac.com</a> 888-692-2845							
<a href="http://www.CreativeComputerCoach.com">www.CreativeComputerCoach.com</a>							