

44OZ DESIGN – WEBSITE CONTENT WORKSHEET

This contract with all signatures, dates, and content all belong to 44oz Design / 44oz Productions. If found please contact us at 480.570.2813/ PO Box 2954, Chandler, AZ 85244

You'll find it's a considerable amount of work to prepare your company's materials for the Web pages we will construct for you. Think of us as your company's graphic designers - You supply the raw materials and we assemble them onto graphically pleasing, easy-to-read Web pages.

In our Standard Web Site Packages we include everything the average small business needs for Web pages. We charge extra for services required beyond our standard packages.

Text

- You must set up a **separate Word processor file** for each Web page. Use this worksheet to indicate which file names correspond to which Web pages.
- **We prefer Microsoft Word**, though we can convert a wide variety of file types.
- Please do not send us a draft of your text. **Send us your final version**. While we expect to make minor changes here and there after the Web pages are prepared, we charge extra to format and insert brand new text. Most word processors allow you to count the approximate number of words. Web pages which contain more than 1,200 words may be subject to additional charges, especially if they require additional formatting.

Graphics

- The quality appearance of your Web site has a lot to do based on the photos or graphics you choose for your Web pages. Clipart can be used, sometimes this make the pages look amateurish. Photos are the best.
- You may **send graphics to us in either digitized form or hard copy photos**.
- Prepare **captions** for each photo. You may **affix a PostIt Note** to the photo to indicate its caption and which Web page it goes on.
- If you need us to prepare **specialized graphic elements** in addition to our custom site graphics package, please explain clearly, and include a sketch. We charge for such items on an hourly basis.
- Our Standard Web Site Packages **include 3 photos** or graphics per page. Beyond that we charge an additional fee for placing photos.



44OZ DESIGN – WEBSITE CONTENT WORKSHEET

This contract with all signatures, dates, and content all belong to 44oz Design / 44oz Productions. If found please contact us at
480.570.2813/ PO Box 2954, Chandler, AZ 85244

Please include this Web Page Content Worksheet with the materials you send to 44oz Design. Feel free to use your own form if that is more convenient.

Content Description	File Name for Text	Approx # of words	Photos or Graphics If none state "None"
Home	.	.	.
About the Company	.	.	.
Order/Response Form	.	.	.
Services/Products	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
FAQ	.	.	.
Contact Us	.	.	.
.	.	.	.
.	.	.	.

