

Thank you for your acceptance of our proposal, we look forward to working with you to achieve your goals and to offering you exceptional products and services now and into the future.

To ensure delivery of a successful project, on time and in your budget, there are a few things we need you to be aware of that require your involvement and engagement. *We don't weave our magic alone, we need you to work with us to achieve the best outcome.*

The following depicts a typical life cycle of a web design project. There may be some variation according to your specific requirements, but it helps everyone to know the steps and processes and what we need from you to develop your website to your specifications. Deadlines and key dates will be set at the start of the project so that you can supply materials in a timely fashion and the project life cycle will progress as expected.

Project Development Life Cycle



* Dependant on the size and nature of your project

Your Responsibilities

Design Brief



Describe the 'look and feel' you are after, preferred colour schemes, essential images, logos, fonts, or style guides if appropriate. A listing of your competitors websites and examples of websites you like should also be included in your design brief.

Final sign off on Design



Each quote includes a set of specified (1,2,3 etc) design iterations. Each iteration provides you with the opportunity to request minor adjustments before final design.

Please Note: Subsequent design changes after sign off will incur additional charges as they require additional resourcing, changes to our work schedules and sometimes additional feature developments.

Submission of your content



We have prepared an 'Instructions for Submitting Content' (attached). This should assist you in planning and gathering the content for your website. We cannot begin implementation of your site until you provide all of your content. Any delays in submitting your content or piecemeal submission may result in rescheduling of your project and extend the delivery date of your finished website.

If you have fixed deadlines, it is vital that you supply content by the agreed date or you may miss your deadline, incur additional costs or both. NTech Media take no responsibility for deadline rescheduling resulting from failure to supply content and materials by the agreed date.

Alterations and Modifications



Once we have commenced work on your website project we will proceed and deliver your project as quoted. Alterations and modifications typically require investigation, scoping and new estimates and are likely to incur additional charges whether you proceed or not. New ideas, features or functions that arise after commencement of your project will be treated as new work and quoted on accordingly.

Project Deposit paid prior to commencement of work.



Deposits can be paid by credit card using the acceptance form attached to your quote, by EFT to the account details on our invoice or online at <https://secure.ntechmedia.com/payments/>

Instructions for Submitting Content

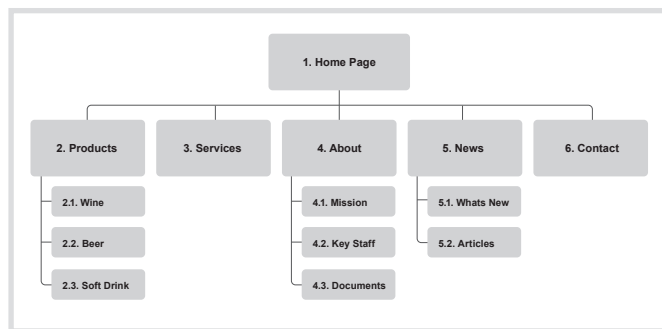
The following instructions are designed to help you submit all the elements we need so we can deliver your project in a timely and cost effective manner.

Using a Word Document, prepare the content of your website.
Content is defined as the text and images within the body of the page.

Website Content Checklist ✓	
Site Map / Page Headings	
Text for all web pages under headings for each page. Captions included and labelled.	
Artwork & Images (high resolution) clearly labelled	
Logos in original file format or other high res format	
Spreadsheets/Tables if applicable	
Domain Host and Login Information	

Site Map

List your navigational headings and any subpages to build a site map. Using Microsoft Word, a visual representation of the site map is preferable, an example of one can be found below:



Otherwise a text based site map can be produced, an example of one can be found to the right:

Text Site Map

- 1. HOME**
- 2. PRODUCTS**
 - 2.1. Wine
 - 2.2. Beer
 - 2.3. Soft Drink
- 3. SERVICES**
- 4. ABOUT**
 - 4.1. Mission
 - 4.2. Key Staff
 - 4.3. Documents
- 5. NEWS**
 - 5.1. What's New
 - 5.2. Articles
- 6. CONTACT**

Text

Content should be clearly defined with headings and subheadings and include any special instructions. Ensure you specify the images and caption details to be used.

Images

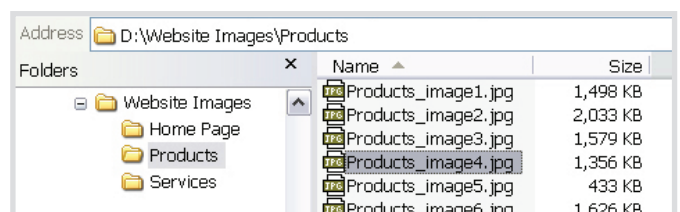
- » All images are required as individual files in high resolution (300 dpi RGB, in JPG or TIFF format). Each image should range between 1-5mb in size.
- » Images embedded within Word documents are **not accepted.**
- » Colour photos are preferred, but black and white photos or illustrations are also acceptable.
- » Complete captions should accompany all photos. Provide details of photos such as location and activity performed.
- » You are responsible for obtaining proper permission for the use of photos or illustrations. We require that you obtain written permission from all individuals identifiable in photos (if applicable) and may request proof of permission, if needed.

Image Labelling & File Structure

When saving your images for use on your website please label them in a logical style, for example:

- » Homepage_Image1.jpg
- » Services_Image1.jpg

When burning the images to CD/DVD please ensure the following file structure is adhered to. Folders should be created for each individual page and related images should be saved into these folders, an example of one can be found below:



Instructions for Submitting Content

Logo Requirements



Size and Format

Please submit your files with the following specifications:

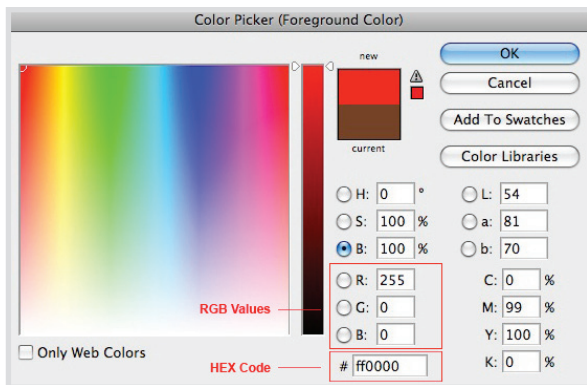
- » Vector format: AI, EPS (Preferred)
- » Logos in PDF, JPG and TIFF files* (Accepted) Minimum 300 dpi resolution required.
* Additional fees may incur for logo conversion to vector format.
- » Logo's embedded within Word Documents, PageMaker and Quark files not accepted.
- » All files preferably RGB (CMYK files will be converted and may not display true colours accurately)

Fonts

Include a copy of all the fonts used in your logo with your files. (TTF or OTF files preferred)

Style Guides

If your company has usage guidelines for your logo please be sure to include all available variations of the logo. All Style Guides must accompany the artwork. If you have strict color usage specifications, please provide us with the RGB colors or Hex codes for your logo.



Tables & Spreadsheets



If your site will include product lists or prices, please provide these in a spreadsheet or table with categories or any other relevant definitions.

Product	Category	Price	Filename
Tooheys Extra Dry (6 Pack)	Beer	\$14.99	Products_ED6pk.jpg

Other Files



Please ensure you supply us with any other relevant files for example: PDF, Audio or Video files.

Clearly indicate their location within the site and title files in the same naming convention as images, for example:

- » Products_MembersSong.mp3
- » Services_InstructionalVideo.mov
- » Contact_MembershipForm.pdf

Please save these files into the corresponding folder created for your images, otherwise create a folder and title as the web page name.

Domain Hosting & Registration



NTech Media provide domain and website hosting. If we need to register an Australian domain name (.com.au) on behalf of your organisation, we will need the following information:

- » ABN or ACN
- » Business Name
- » Contact Name
- » Contact Phone
- » Contact Email
- » Contact Address

Australian domain names must be related to the company, so where the relationship is not obvious, please state how the domain name is related to the business.

If your site will not be hosted by NTech Media, please provide the following details;

- » URL of Domain Registrar
- » Username
- » Password
- » Registry Key if applicable
- » All email addresses associated with the domain
- » Current site host details
- » FTP Information

To complete your site in a timely and cost effective manner, NTech Media requires all materials listed in this document prepared and supplied prior to any commencement on your project.

To avoid NTech Media's Late Content Fee Penalty, please ensure your content is ready.

If you have any questions, please don't hesitate to call us on (02) 6622 2725.