

# Lynn Gallup Design 2010 Website CheckList

## Phase 1: Introduction

- \_\_\_ 1. Receive and read customer info packet by mail or download from Lynn Gallup Design
- \_\_\_ 2. Fill out Customer Website Marketing Profile form and return to Lynn Gallup
- \_\_\_ 3. Select Gallup Design Website Plan best for your marketing goal and request cost proposal

## Phase 2: Proposal

- \_\_\_ 4. Send 20% deposit to start development and design work on custom website and graphics
- \_\_\_ 5. Collect logo, photos for general use, individual horses and page topics
- \_\_\_ 6. Write/type content for each proposed page and horse description, pedigree info if relevant

## Phase 3: Reservations

- \_\_\_ 7. Domain name reserved (will need credit card info)
- \_\_\_ 8. Website space reserved on host web server (will need credit card info)

## Design & Development

- \_\_\_ 9. Send digital photos and text info on CD by mail or by email
- \_\_\_ 10. Review any custom header banner or navigation graphics
- \_\_\_ 11. Review pages as completed for content online
- \_\_\_ 12. Review custom edited photos and resized by Lynn Gallup
- \_\_\_ 13. Include designated outside website links as desired per plan
- \_\_\_ 14. Final proof of pages
- \_\_\_ 15. Balance of website fee due and payable
- \_\_\_ 16. Other:

## Contact Information:

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