



The Process

- 1) You decide you want a website and you make a down payment for us to start work. The down payment is always 50% of the total cost. (*Discounts and subsidies are available to certain types of business*).
- 2) Someone from the design team will contact you and get as much information as possible regarding: **Who you are, What you do & How to contact you...**That's the hard bit!
- 3) The design team will then create your website and a 1/4 page advert design for you to view. Both the link to preview the website and the link to the free advert design will be emailed across to you.
- 4) You then have a 14 day window in which you can request amendments to the designs at no extra charge. It's as simple as sending an email to ask for a change. As soon as we receive the details, we'll alter the design and send another email for you to view, approve or make further changes.
- 5) We keep changing the designs as per your requirements until the end of the 14 days.
- 6) When the design is finished, we will give you a choice of domain names for your website like:
www.robertsfineart.com / www.rfa-buckinghamshire.com / www.robertsofbucks.co.uk
and a choice of 10 email addresses like:
info@robertsfineart.com / mike@robertsfineart.com / accounts@robertsfineart.com
(NB:- you can pretty much choose whatever you want to go on the left hand side of the @ symbol)
- 7) Having chosen your domain name and email addresses, you need only pay the final half of the design bill and the site will go LIVE online and you'll be able to start promoting it on your shop front, printed media and by word of mouth!
- 8) After the site is live and we have reached the end of the 14 day design period don't panic if you need to make alterations! We'll happily continue making adjustments free of charge for the next 30 days.
- 9) After the 30 days is up, we will still make changes where required but will have to charge a small fee directly related to the amount of time required to make the changes.
- 10) Finally, to keep the site LIVE and ensure the service is maintained with minimal interruption we will require a direct debit to be set up for your hosting fees. The hosting fees work out at £19.99 pcm and are required to keep your site and email addresses operating at a fast speed across all platforms (mobiles, PC's tablets) on our servers. You can cancel hosting and move your site to another provider as long as we get 30 days notice to do so.