



12 EASY STEPS TO YOUR CUSTOM WEBSITE!

1. INFORMATION GATHERING:

This is a discussion with BCS and the client to find out the needs and desires in developing a creative and effective website. Topics could include whether or not animation is to be used, if a forms page is necessary, a possible coupon page, informational content, images and colors to be used, etc.

Responsibility
BCS /client

2. MARKET RESEARCH:

After gathering information from the client, BCS will research your competition. This is to serve as an aid in making a decision on what the client wants to convey about their business on the website.

Responsibility
BCS

3. MOCKUP OF DESIGN:

After gathering specific information, BCS will provide a few design mockups for the client to chose from. This helps the client and BCS get a mutual agreement on the design of the site.

Responsibility
BCS

4. APPROVED MOCKUP:

Before the actual site can be designed the client will have to approve of the mockup design to BCS

Responsibility
Client

5. PRESENT QUOTE:

Once the mockup is approved, a quote will need to be presented to the client for approval. This also includes a maintenance agreement.

Responsibility
BCS

6. APPROVAL OF QUOTE:

Client signs all agreements and submits a good faith commitment payment for BCS to begin design.

Responsibility
Client

7. REGISTER DOMAIN:

After discussing an effective domain name with the client, BCS will then register the domain for the client.

Responsibility
BCS

8. BEGIN SITE DEVELOPMENT:

BCS will begin designing the site. Incremental links will be provided to the client so the development of the site can be viewed.

Responsibility
BCS

9. FINAL APPROVAL OF SITE:

Upon completion of the site, the client will need to send approval to BCS. BCS will print out hard copies of each page of the site. Client will initial each page as their approval of their newly designed site.

Responsibility
Client

10. UPLOAD WEBSITE:

BCS will upload the site on the server. The new site is now available to be viewed under it's own domain name.

Responsibility
BCS

11. PROVIDE STAT COUNTER AND LIST WITH SEARCH ENGINES:

BCS will provide a stat counter on the client's site so they will be able to view the traffic to their site. BCS will also list client's domain with the top Search Engines to insure their site is easily accessed.

Responsibility
BCS

12. MONTHLY MAINTENANCE AND ONGOING SUPPORT:

BCS will provide a maintenance agreement that will allow for frequent updates to the client's site as well as excellent ongoing customer service.

Responsibility
BCS