



webworxllc.com

IT'S OUR
PLEASURE

TO BE WORKING WITH YOU!



EXPECTATIONS FOR US

SERVICES WE OFFER



TIMELINE WE WILL FOLLOW

TOOLS TO STAY ON TASK



I am Tricia, and I am so excited that you are trusting us in your journey.

This packet is an outline of the important details on how we can support each other through this process. I am located in Lee's Summit Missouri. My office hours are Mon - Fri 8:30 - 5:00 CST.

I will always be your main point of contact and lead designer/developer on your project. Through this process, depending on which package you have chosen, you might be in contact with my copywriting partner and possibly my project manager.

Here are a few things you should know about me...

1. I love new businesses.
2. I love watching brands grow.
3. I love coffee.
4. I have 3 kids.
5. I am a single mom.
6. I love wine tastings.
7. I am a terrible babysitter (clients & kids).
8. I love building websites.
9. I love designing logos.
10. I am excited to be helping with your brand.

**How
To maximize our efforts**

What you should know...

PROJECT TIMELINE + PAYMENT SCHEDULE

360 BRAND PACKAGE - 8 WEEKS/2 EQUAL PAYMENTS

Deposit, meeting, logo, brand guidelines, social templates, homepage mockup, website launch

180 BRAND PACKAGE - 6 WEEKS/2 EQUAL PAYMENTS

Deposit, meeting, brand guidelines, homepage mockup, website launch

WEB DESIGN - 6 WEEKS / 2 EQUAL PAYMENTS

Deposit, meeting, homepage mockup, website launch

LOGO DESIGN - 2 WEEKS/2 EQUAL PAYMENTS

Fill out the questionnaire, 4 designs, up to 4 revisions, logo reveal

We will create deadlines and a timeline for your project once we begin. Please know that if the due dates aren't upheld the project will be pushed back. Please read your contract thoroughly to understand the terms of this agreement.

COMMUNICATION

We will schedule all calls via **Zoom** video chat ahead of time so I can stay on task with project work. You can always reach me at **tricia@webworxllc.com**. If you have questions about copy, most often they will be directed to the copywriter.

You will have a client portal with your contract and invoices. You'll have a **Google Drive** folder set up with images, web content, and logo files. If you ever have any questions, please feel free to ask..

The most important thing is that we stay on the proposed timeline. **The development of the website will not begin until all content is approved and ready to go.** Please let me know if you are not going to be able to complete a task by the due date as soon as possible.

BRANDING IS AN INVESTMENT

Branding may be one of the most important parts of your business. This process is all about finding out your brand's purpose, who you want to speak to, and what you want it to say. We are in this together so if you ever need answers just ask, and we will get it figured out. The more we figure out, the more confidence you will have and that will ultimately drive more success!

RESPECT THE PROCESS

I cannot stress enough how important due dates are on these projects. If you just can't get to it, just please let me know ASAP. I have time outlined for each project and when that gets interrupted, I move onto the next project. This way I avoid pushing other brands' projects back and have a domino effect. If due dates are missed, I will fit the project back into the schedule as soon as I can.

Let's Have Some Fun

EVENINGS & WEEKENDS ARE FAMILY TIME

I absolutely love what I do, but my family comes first. I do often work during these times, but I rarely check my email or answer my phone. If you do contact me after business hours, I will respond to you as soon as I am back in my zone. Often during business hours I have to turn my phone off and just focus on projects just like yours so please be patient with me and don't ever think I am not here to support you.

I WANT TO KEEP HELPING YOU

After your website is launched or your logo is created, I don't want to say goodbye. At the end of our project, I will be providing a proposal outlining how I can continue to support you on your branding, website, and business journey. I am extremely passionate about watching businesses grow so don't hesitate to ask my opinion or book a strategy call! I will never leave you hanging. If there is a service that I don't provide, I will try my best to find you someone that does.

What happens now??

1. You will receive a contract based on the accepted proposal.
2. You will receive an invoice for the deposit (typically half of the total).
3. I will create and share a Google Drive folder with you.
4. You will receive a detailed project plan with milestones and deadlines.
5. You will receive a link to fill out some information about your brand.
6. We will schedule a strategy meeting via Zoom.
7. You will receive the proof(s) for the project.
8. You will seek feedback from a few close friends or colleagues.
9. Your feedback will be due within 2 business days.
10. I will make revisions within 1 week.
11. We make sure you LOVE your proof. "Just ok" is not ok, in my book.
12. We will finish up the rest of the project.
13. Brand launch time!!
14. If you had a website developed, I will show you how to make minor updates (if you want to take this on this task; otherwise, we can create a schedule for me to make updates).
15. This isn't the end! Ask me about monthly retainers to keep an hour or two spot with me every month for any design projects you might need in the future.
16. Referrals are the best, and I never let one go unnoticed. I would appreciate an introduction to anyone who might benefit from my services.

No more time to waste...

**Let's Get
Started!**



In case you already forgot...

tricia@webworxllc.com

816-866-1029