

- What **pages/sections** would you like to include on your site? (ie: about, products, gallery, etc.)
- **List 3-5 website designs that you like.** List as:
http://www.URL.com — the 3 column layout works great for me!
http://www.URL.com — I like the industrial look
- Any **specific colors** you'd like used in the design?
Otherwise, I usually pull colors from photos or graphics you've provided.
- Are there any **special features** you're interesting in including in your website? (ie: gallery, contact form, blog, etc)
- **Gather & collect** all text and photos you'd like to use on your site. Cram it all on a compact disc or email it to me at: ursalarose@gmail.com

PRODUCT SPECIFICATIONS

- Please read through the following guidelines carefully.
- Failure to submit files with these requirements may
- delay the project or increase content-handling time.

TEXT

Please deliver all text-based information as a text-only work processing file prepared as follows:

- **Save all documents in your work processing program as text only**, meaning that the extension in the "Save" or "Save-As" window is ".txt"
- **No not use: Indents, Tabs, or Extra spaces**
- **Utilize appropriate capitalizations, punctuation, bold, or italics**
If you are unsure if text should be bold or italic according to design principles, leave regular.
No not write in ALL CAPS unless necessary.
- **Double-space or triple-space** between paragraphs or other sections you wish to be set apart or formatted in a special manner.
- **Put notations or instruction in were necessary.** For instance: (Form Goes Here) (Photo here, -name)

If you would like help writing your content, please contact me and we'll review your options.

The client is responsible for ensuring proper grammar, spelling or citation references. Please proofread!

GRAPHICS

Graphics may be submitted on a CD, flash drive or via email, and hard-copy photos will be returned after scanning. The following formats and qualities are acceptable for Web usage:

- Photos – original professionally developed and printed hard copies
- Digital Camera – medium quality or higher (no camera phone pictures)
- File formats: TIFF, JPEG, ESP, GIF, PNG, files from Illustrator & Photoshop

Graphic files embedded in word processing files (including Word, Powerpoint, Publisher, or Excel) are incompatible formats and will be rejected. Graphic files from websites, camera phones, or screen captures are usually too low in quality and may be rejected.