

# JENNIFER SALINAS

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Project Proposal #000061

April 27, 2019

## Balanced Site Design Business Website

Prepared For:

**balanced**

**SITE DESIGN**

**Mark Johnson**

*Owner*

**Balanced Site Design LLC**

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San Antonio, TX 78231



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## Scope of Work

I will develop a website for Balanced Site Design. The goal of this website is to provide Balanced Site Design with an online presence and to provide current and prospective customers vital information about Balance Site Design's business operations.

The website will be a 3 page website consisting of the following pages: Home, About, Contact. The home page will have content and pictures as a welcome page for Balance Site Design. The about page will give a brief company history/bio. The contact page will have a form allowing customers to send an email to Balanced Site Design. All content and images provided by client. If stock images are needed client is responsible for fees associated with these stock images.

The design process consists of four (4) phases: Concept, Design, Technical, and Testing. In the concept phase, I will begin to work by outlining the basic flow and gathering text and images for the website. In the design phase I will create digital artwork for the outlined webpages and integrate the images and text. In the technical phase I enable the website server, domains and add interactive functionality like forms and emails. In the testing phase, I check the entire website to make sure it is operating as expected.

This website will work on all the latest browsers. It will be designed as responsive to operate on mobile devices.

**Note:** \*Due to slower JavaScript and DOM rendering engines, older versions of some browsers like IE8 may perform noticeably slower than other newer browsers. Older versions also are more likely to differ visually because of certain CSS properties that are not supported by the browser. However this is not likely for the majority of viewers whose browser updates are automatically downloaded and installed.

On the following pages, you will find a more detailed description of the project phases, timeline, due dates, deliverables and fees. You will also find a set of terms and conditions.

# Work Plan & Milestones

The table below outlines the work process phases, milestones, due dates, deliverables and fees needed to complete this project. This four phase process begins at the concept phase where everything is planned, then the design phase where look and feel (artwork) is produced, next is the technical phase where design is given life, and finally the testing phase where everything is thoroughly tested and reviewed. This process is designed to ensure project efficiency and your complete satisfaction.

## Concept Phase

Milestone	Due Date	Deliverables	Fee
Work Begins	When content/pictures/signed contract are received from client	<ul style="list-style-type: none"> <li>Signed Contract</li> </ul>	\$ (50% Due)
Information Architecture	Week 1	<ul style="list-style-type: none"> <li>Site map</li> <li>Wire Frame</li> </ul>	

## Design Phase

Milestone	Due Date	Deliverables	
Visual Design	Week 2	<ul style="list-style-type: none"> <li>Design Template</li> <li>Images/Assets</li> <li>Contact Form Design</li> </ul>	
HTML / CSS	Week 3	<ul style="list-style-type: none"> <li>Design in html/css</li> <li>Contact form in html/css</li> </ul>	

## Technical Phase

Milestone	Due Date	Deliverables	Fee
Hosting Server	Week 4	<ul style="list-style-type: none"> <li>Server Setup</li> <li>Domain Name Setup</li> </ul>	<b>Addtl Paid Separatly</b>

## Test Phase

Milestone	Due Date	Deliverables	Fee
Initial Test	Week 5	<ul style="list-style-type: none"> <li>Upload website to server</li> <li>Test Interface</li> <li>Test form and email</li> </ul>	\$ (Balance Due)
Site Launch	Week 6	<ul style="list-style-type: none"> <li>Move site to live status</li> </ul>	

**Total: \$** \_\_\_\_\_



## Terms & Conditions

All information in this proposal is subject to the following terms and conditions:

**Revisions:** Revisions may be made only by the Designer at the Preliminary Design phase. Additional fees will be charged for revisions made after 2 preliminary design revisions, and for any additions to project scope.

**Payment Schedule:** Fifty percent (50%) upon project commencement, remaining upon project completion.

**Cancellation Fees:** In the event of Cancellation, Designer will be compensated for services performed through the date of cancellation in the amount of a prorated portion of the fees due. Upon cancellation all rights to the website revert to the Designer and all original art must be returned, including sketches, comps, or other preliminary materials.

**Credits and Promotion:** Designer reserves the right to include screen shots of the completed work in her portfolio.

**Preliminary Works:** Designer retains all rights to all Preliminary Designs. Only the final design will be the purchased design.

**Permissions and Releases:** The Client agrees to indemnify and hold the Designer harmless against any and all claims, costs, and expenses, including attorney's fees, due to materials included in the Design at the request of the Client for which no copyright permission or privacy release was requested, such as copyrighted photos, logos, stock images, etc.

**Miscellaneous:** This Agreement shall be binding upon the parties, their heirs, successors, assigns, and personal representatives. This Agreement constitutes the entire understanding of the parties. Its terms can be modified only by writing signed by both parties, except that the Client may authorize expenses or revisions orally. Any dispute arising out of this agreement will be resolved by negotiation between the parties.

# Signatures

Client's signature below authorizes designer to begin work. If the information and terms in this proposal are to Clients satisfaction and approval, kindly return a signed copy of this Project Proposal to Designer.

Designer Signature

Print Designer Name

Date

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Client Signature

Print Client Name

Date

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*This Agreement must be signed and returned before Designer can schedule or begin this job.*

