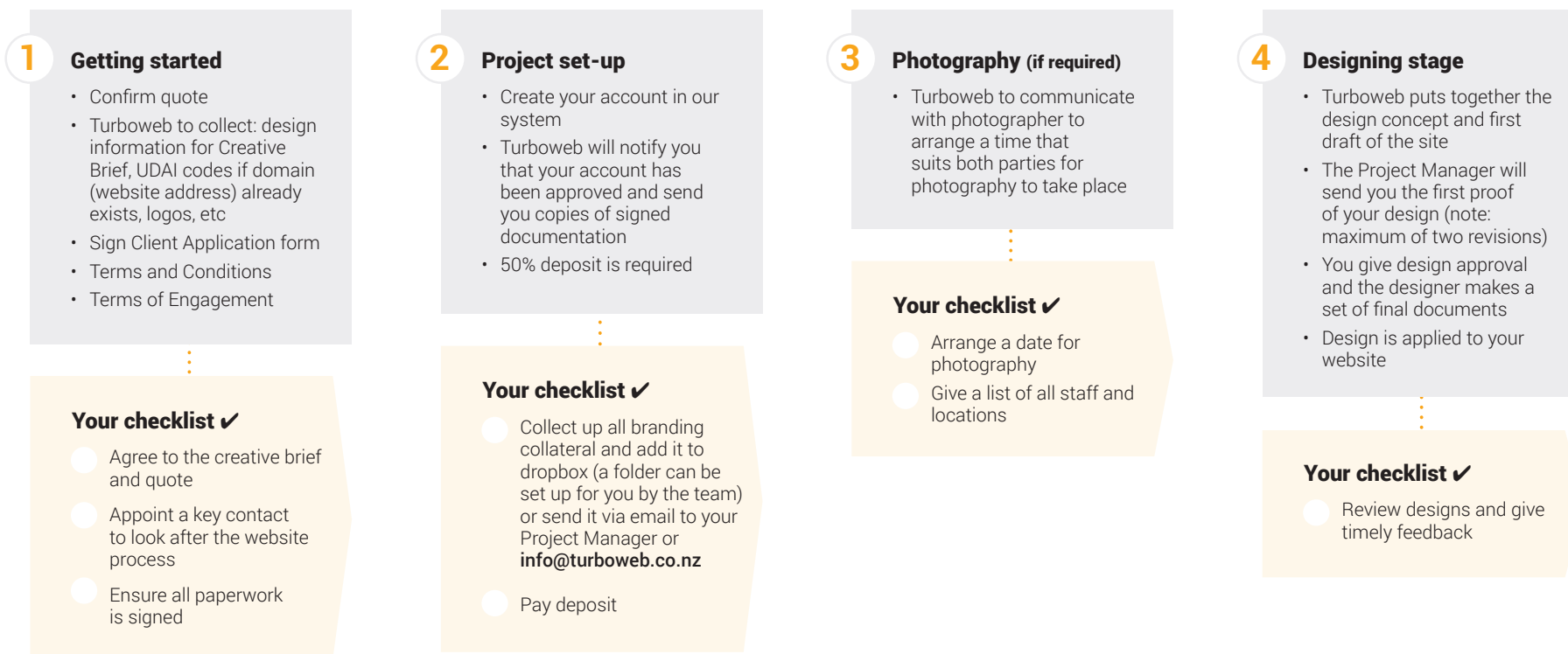# Website Process Guide

Creating a new website, or updating an existing one, can be a daunting prospect. The team at Turboweb will guide you through the process - ensuring you have a quality product, on time and to budget.

This is a basic overview of the stages and information required. If you have any queries or comments please contact our team, as we are here to help.

1 Getting started

- Confirm quote
- Turboweb to collect: design information for Creative Brief, UDAI codes if domain (website address) already exists, logos, etc
- Sign Client Application form
- Terms and Conditions
- Terms of Engagement

Your checklist ✔

- ◯ Agree to the creative brief and quote
- ◯ Appoint a key contact to look after the website process
- ◯ Ensure all paperwork is signed

2 Project set-up

- Create your account in our system
- Turboweb will notify you that your account has been approved and send you copies of signed documentation
- 50% deposit is required

Your checklist ✔

- ◯ Collect up all branding collateral and add it to dropbox (a folder can be set up for you by the team) or send it via email to your Project Manager or **info@turboweb.co.nz**
- ◯ Pay deposit

3 Photography (if required)

- Turboweb to communicate with photographer to arrange a time that suits both parties for photography to take place

Your checklist ✔

- ◯ Arrange a date for photography
- ◯ Give a list of all staff and locations

4 Designing stage

- Turboweb puts together the design concept and first draft of the site
- The Project Manager will send you the first proof of your design (note: maximum of two revisions)
- You give design approval and the designer makes a set of final documents
- Design is applied to your website

Your checklist ✔

- ◯ Review designs and give timely feedback

5 Content creation
(if required)

- Work with content writer to give them the information needed
- The content writer will send you a draft after interviewing you
- You give approval for the content, which will then be copied into your site

Your checklist ✔

- [ ] Make time to chat with the content writer about your business
- [ ] Provide any photos
- [ ] Review drafts and give timely feedback

6 Customisation and quality control

- Our developers complete any customisation required
- Testing and final technical changes
- Proofreading

Your checklist ✔

- [ ] Review your website
- [ ] Give final approval

7 Website launch

- Once you are happy with the website, we set it live
- Remaining 50% is invoiced

Your checklist ✔

- [ ] Pay remaining 50%
- [ ] Organise automatic payment or direct debit for monthly subscription

8 Ongoing support

- Ongoing after sales support
- Ongoing updates and releases
- Training on Simple Web Manager if required

Your checklist ✔

- [ ] Log into the Simple Web Manager and familiarise yourself
- [ ] Make an appointment with client support for training (if desired)
- [ ] Keep your website up-to-date with new photos and content
- [ ] Tell people about your website!

getting ready
to launch
something
awesome