



Secret Lab Web Designs
Website Build Process

This document is designed to give our clients and potential clients a general idea of the web design process. We hope you find this information useful.

Pre-Design

- 1) Request a free website review of your current site from Secret Lab Web Designs if you have a current site. We will provide a free evaluation of your site and also include a list of ideas we have to improve your site, along with a proposal for that work.
- 2) If you do not have a current site, please call us or fill out our online form to request a proposal.
- 3) You can make any changes to this proposal that you would like until it is exactly what you are looking for in your new website.
- 4) After you are satisfied with the proposal, a simple contract will be written and emailed to you for approval. Please sign the document and fax it back to the number provided on the contract. This contract will contain all the copyright information and payment terms.
- 5) Once Secret Lab Web Designs receives the signed contract and the payment terms are met, we will begin to schedule your project and work will begin.

Design

- 1) The first step is to set you up with access to our project management system. Secret Lab Web Designs uses Basecamp™ for this purpose. All messages, scheduling, communications, and files will go through this system. We feel this is a great system to keep everyone involved in the project on the same page. You will be sent a user name, password, login information, and instructions via email.
- 2) The timeline for the website build will be posted in Basecamp™.
- 3) A worksheet for the project will be available on the site for you to complete. This will give us more information on colors, design ideas, etc.
- 4) A mock-up of the design will be created and posted for your approval. Any major changes to the design will need to be made at this time. After mock-up approval is received, any major changes to the design will result in additional fees.

Build

- 1) After the mock-up approval is received, we will begin to build the actual working site.

- 2) The link to the testing server where your site is being built will be posted on the project management site.
- 3) At this point in the project, Secret Lab Web Designs will need all your final photos and text provided to us. The text must be provided in electronic format and it must be the final text you would like on your site. Any major changes to the text or photos after this point will be billed at the hourly rate.
- 4) At various points during the build process, you will be asked to review the site and approve what has been done so far. We always make sure to keep you involved and up to date during the complete build process.
- 5) Once the site has been completed you will be asked to review the complete site and make any changes required at this time.

Launch

- 1) Once we receive your final approval for the site, Secret Lab Web Designs will completely test every aspect of your new website to make sure it passes our quality standards.
- 2) We do not offer hosting services, however, we do list some of our affiliates on our website that we recommend for hosting services. You will find that page on our site under "Services" and "Hosting".
- 3) The client is responsible for setting up a website hosting account. We will be glad to assist you with this process in any way possible. Depending on the features we have built into your website, the hosting server may need to be a Linux server only. We will advise you if that is the case.
- 4) Once the hosting service and domain name are all set up, the site will be uploaded to your host and launched for the public to view.

After Launch

- 1) Please ask about our maintenance and Marketing programs. We can help you market your new site and also keep it maintained and up to date.

If you have any questions or need any assistance regarding your website, please feel free to contact us at help@secretlabdesigns.com or by phone at (612) 242-9389 during our business hours. Thank you for choosing Secret Lab Web Designs.

www.SecretLabDesigns.com (612) 242-9389

Office Hours: 9-5 Monday - Friday

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