

Website Production Form

Technical Requirements

Y/N

Hosting details (CPanel/FTP)
All contact details + social media accounts
All (Approved) text content
All images (Photos)
All graphics (Charts, tables, icons)
Logo
Colours (Named)
Fonts
T&C's read and accepted
Deposit paid

Creative Requirements

Specific requests to include
Specific features/functions
Competitor (different or similar to)
Plugins to be sourced
Specifics to avoid
Target market
Purpose of the site
Stock pics/videos

Design (Provided by Impasto to be approved by client)

Theme selected
Theme specifics
Sitemap
Plugins to be purchased

Process (Design and Development of Site)

Development site installed
Theme purchased and installed
Plugins purchased and installed
Create structure (Pages)
Place content (Layout)
Presented 1st proof
Changes (Set 1)
Purchase stock pics
Presented 2nd proof
Changes (Set 2)
Presented 3rd proof
Changes (Set 3)
Final approval - proceed with authors at an hourly rate
Transfer to live domain
Delete development site
Install security
Set up backups
Final activation (payment gateways etc.)
Final check of all functionality
Client sign off