

## WEBSITE DESIGN PROCESS:

1. Client inquiry to Joie Graphics via email, DM, text, or contact form.
2. Once the designer has received the inquiry, the designer will contact the client to explore which website package would best suit their needs.
3. After the package has been selected and approved by both parties, the client is required to pay a 75% non-refundable deposit of the chosen package price
4. After the package's non-refundable deposit has been paid, client and designer must approve/sign Joie Graphics Web Design Contract, as well as agree to the specifics about the project.
5. Once the contract has been signed, Joie Graphics will email client a list of items required to complete that project. The email subject will read "Website Requirements". The client is required to get that info to the designer in the time agreed upon in the contract.
6. Once the designer has received all required item, the construction of the website will commence.
7. After the designer finishes the project, the client will be contacted to approve the design or make changes.
8. The designer will make the changes requested and then seek final approval from the client.
9. The client will approval all changes and pay the final 25% payment of the project. The client should then receive their website.

The designer will walk the client through the navigation of their website and the use of the tools provided. There is a 7-day period after the website is complete that the designer is required to make changes for free, while the client is still learning about the site. Once that 7-day period is over, client must pay for all changes and revisions to the site.

**\*\*Joie Graphics does offer website maintenance for those who need it.**