



## COSMIC CONCEPTS - WORK PROCESS

**PROPOSAL AGREEMENT:** Following a consultation by phone or in person, if you are interested in hiring Cosmic Concepts, I will provide you with an initial Proposal Agreement to review. If you accept the terms I will prepare a contract between Cosmic Concepts and you/ your business. I will also send you a questionnaire to be filled out and emailed back to Cosmic Concepts.

**DEPOSIT:** After I receive the signed contract and completed questionnaire, I will provide an invoice for your 50% deposit to begin production.

**WEBSITE AUDIT:** Next I will do a detailed audit of your current website to see where you rank in the search engines and social media, see who your top competitors are, which directories your business ranks in and whether these listings are claimed or not. If you do not have a website, I will do a key phrase audit relevant to your business to see who your competitors are and what the search engine results are to search terms that would be used to find your business.

The audit usually takes 4+ hours to complete and I will give you a copy of the audit for reference. This is a very good tool to keep on file. I recommend doing another audit a few months after your new Wix Website has been published. I have always been impressed with how my clients move up the ranks after their SEO has been properly configured.

**DESIGN PREFERENCE:** Please send me your completed **questionnaire** with **links to 3 websites** that you like from businesses similar to yours (and maybe not so similar). I will need **your logo** (if you have one), preferred colors, website feel, etc.

**PRE-PRODUCTION CALL:** I will review the design materials in detail and if needed schedule a brief call, email, or visit to go over any questions you might have before production begins. I will also create a shared Dropbox folder so that you can get any necessary media (images, videos, text documents, etc) to me easily.

***Page-by-page content and photos must be provided at this phase to ensure timely delivery of the website draft. If I need to create content, these items are included as add-ons to the base price.*** Wix stock images are available at no additional charge.

**PRODUCTION BEGINS:** After I receive all materials and first payment for the website, I will begin the creative process. I will provide you with a completed website **rough draft** within (3) weeks (barring unforeseen delays beyond our control such as official holidays, natural disasters - power outages due to earthquakes, snowstorms, etc.). Completion depends on your timely content submission.

**REVISIONS:** Design revisions are expected. I make every effort to incorporate your consolidated ideas and changes when revising the design drafts. The number of revisions

is limited to (2) rounds. Expect (1-2) weeks per round. *If additional revisions are requested, they will be billed at \$50 per hour, one (1) hour minimum until I receive your approval.*

**FINAL INSTALLMENT:** Payment for the final installment of 50% is due prior to the website going live. Charges will be included for add-ons not covered previously.

**ANNUAL HOSTING:** **You are responsible for purchasing annual hosting through Wix to enable website installation and for connecting a domain.** Some Wix plans provide a free domain, but you will need to pay extra (currently \$9.90) to keep it private. Though many helpful WIX apps are free of charge, some apps do require an upgrade to utilize premium features. If you have opted for any premium features, you will be responsible for the upgrade annually along with your hosting.

***Any delay in my receipt of the installments will result in a delay of production.***