

Building Your Website

Every client's needs are unique. Below is a general process for developing your website.

- Initial Consultation
 - To learn about your business/company
 - Discuss the purpose for a website and how it can grow your business and make it more efficient
- A Proposal is emailed to you that states requirements and estimated costs.
- MDP researches your market
 - What are others doing? How can we reach your audience better? (First, "fit-in", Then, "stand-out")
- An outline of pages is planned and drafted
- Content is requested from you for each page
- Design and layout of the new site begins
 - Clients are able to view work in progress on a temporary site on the MarvinDog Server.
- Once complete, and based on approval, the new site is uploaded to your host

Additional Things to Know about Developing a Website

Domain Names and Hosting:

- Purchase domain name. Performed by the Client or MDP. (TBD).
- Purchase hosting. Performed by the Client or MDP. (TBD)
- The developing site may be viewed as it is being created by going to a temporary address assigned on the MarvinDog Productions server. Once complete, and based on approval, the site will be uploaded to the client's web address.
- MarvinDog Productions does not offer software, but may provide training (at a charge) to clients who would like to make updates to their site themselves. However, we cannot be held responsible for revisions to your site made by anyone other than MarvinDog associates.

Estimating Costs:

Developing a website is an ongoing process due to the creative nature and effort involved in bringing the client's vision and purpose to life. Costs will be estimated as closely as possible and the client will be regularly apprised of all changes by email notification. MarvinDog Productions will provide updates as available or upon request.

Variable Costs:

- Content - Web content should be emailed complete and in "final form"
- Design — Client input is requested at all phases to ensure a successful release.
- Bells and Whistles — Special web design elements go a long way to enhance any site and must be priced separately due to the complex nature of their development.
- Technical Features — several highly desirable features such as security elements require extensive testing and, as a result, will incur additional charges.
- Interactive sites often require customer service which MarvinDog can provide (at a charge).

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MarvinDog Billing Policy

Rates and Billing:

- MarvinDog Productions, Inc. bills on an hourly basis at \$60/hour for all graphic design, marketing and html web design.
- Please contact us regarding rates for Website Development
- Special rates may apply to preferred and long-time customers
- An itemized invoice is emailed at the end of each month. Payment is due in full upon receipt. All invoices that are received after the last day of the month an invoice was emailed will be charged a \$15 late fee for each month payment is overdue.
- If a bill goes unpaid for an extended period of time, and there is no arrangement made for payment, legal action may be required.
- First time clients will be asked to pay a portion of estimated cost in advance. (TBD)

For examples of our work please visit: <http://www.marvindog.com/web.html>

MarvinDog Productions, Inc. is not responsible for the performance of contractors not under MarvinDog Production's control that may be involved with each project.