MyKeyWeb, LLC

2. Website Content Worksheet

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Used in conjunction with the Website Design Contract and Website Planning Worksheet, which should also be printed out by the client.

You'll find it's a considerable amount of work to prepare your company's materials for the Web pages we will design for you. Think of MyKeyWeb as your company's graphic designers. You supply the raw materials and we assemble them onto graphically pleasing, easy-to-read Web pages.

In our Standard Web Site Packages, we include everything the average small business needs for Web pages, but be sure to see the limits of what is included in our packages; we charge extra for services required beyond our standard packages.

Text

- You must set up a **separate Word processor file** for each Web page. Use the following worksheet to indicate which file names correspond to which Web pages.
- **We prefer Microsoft Word**, though we can convert from a variety of document file types.
- Please do not send us a draft of your text. **Send us your final version**. While we expect to make minor changes here and there after the Web pages are prepared, we charge extra to format and insert brand new text. Most word processors allow you to count the approximate number of words. Web pages which contain more than 1,200 words may be subject to additional charges, especially if they require a good deal of formatting.

Graphics

- The quality appearance of your Web site has a lot to do based on the photos or graphics you choose for your Web pages. Clipart can be used, but tends to make the pages look amateurish. Photos are probably best.
- You may send graphics to us in either digitized form or hard copy photos which we will scan.
- Prepare captions for each photo. You may affix a PostIt Note to the photo to indicate its caption and which Web page it goes on.
- If you need us to prepare specialized graphic elements in addition to our custom site graphics package, please explain clearly, and perhaps include a sketch. We may charge for time-intensive items on an hourly basis.
- You may select stock photos from your online profile pages; just give us the photograph link. We will purchase and download the appropriate photo, place it on the Web page indicated, and bill you for the photo cost. If you want us to find and select photos, we may charge our hourly rate.
- Our Standard Web Site Packages include an average of 3 photos or graphics per page. Beyond that we may charge an additional hourly fee for placing photos.
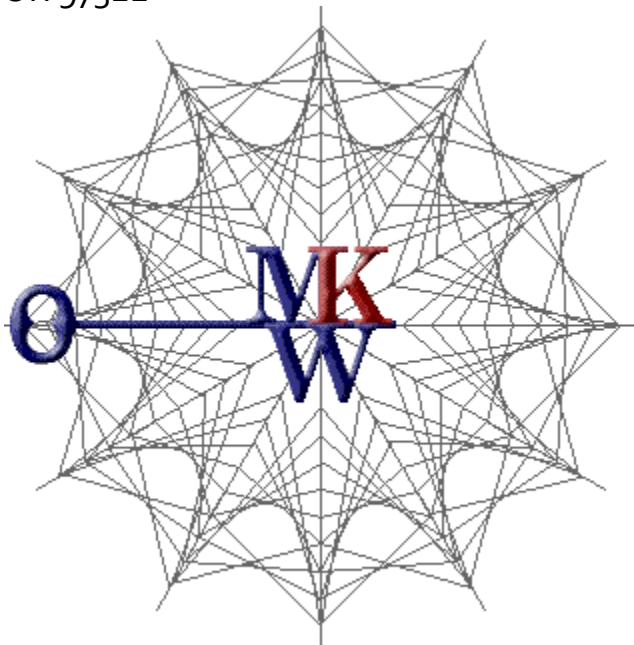
Please include this Web Page Content Worksheet with the materials you send to MyKeyWeb. Feel free to use your own form if that is more convenient.

Webpage Description	File Name of Text file	Approx # of words	Photos or Graphics If none state "None"
Home			
Services			
Products			
Gallery			
Customer Feedback			
Contact Us			

Send all compiled Website information to:

MyKeyWeb, LLC   Email to:
4715 Knox Butte Rd E   or   myke@mykeyweb.com
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