

# HELLO & WELCOME

## Wild Notion Creative | Website Design & Development

### CONTACT

hello@wildnotioncreative.co.nz

wildnotioncreative.co.nz

skype: wildnotioncreative

Social @wildnotioncreative



**Thank you** for taking an interest in the website services we offer.

We specialise in creating unique websites that effectively convey your message and style. Our process is a collaborative one where we get to know your story & future goals to capture the essence of who you are and what you do best.

We take on a limited number of projects at once so that we can dedicate our energy and focus into creating a unique end product. Our business model focusses on providing a personalised service where both the designer and developer work collaboratively with you to create a website that is perfect for your business.

### About Us

Designer // Hayley Bowis & Developer // Chris Thompson  
We are a couple that love spending time helping passionate small business owners create their online presence.

We both have a unique skill set that allows us to cover all bases as a team.

We are so lucky to be able to do what we love everyday! Thank you for choosing to learn more about our services.

We are look forward to the opportunity to work together!

WILD NOTION CREATIVE  
WEBSITE DESIGN & DEVELOPMENT

**This document sets out some important information that will help you to understand our process and hopefully answer some of your questions.**

#### WEBSITE CONTENT

You are required to provide all website content prior to us starting the website design. This helps us to design the site around your requirements from the start. All content must be uploaded to our shared folders. You are responsible for providing all images in correct size, format and quality. Any delays to this submission will cause your project delays and in some cases may result in additional charges.

#### WEBSITE PHOTOGRAPHY

We recommend working with a professional photographer for your website imagery. Images are an extremely important part of website design and help to portray a professional image. Stock photography may be purchased as an alternative if required.

#### PRICING

All pricing listed in pricing proposals are valid for 30 days. Our pricing varies depending on the complexity of each project. Prices start at \$1,500+GST

#### PAYMENTS

Packages are divided into 2 equal payments. The first payment is due upon signing of contract to secure booking on calendar and is non-refundable. The second payment is due at the project completion before any final files are handed over to the client.

#### WEBSITE SEO

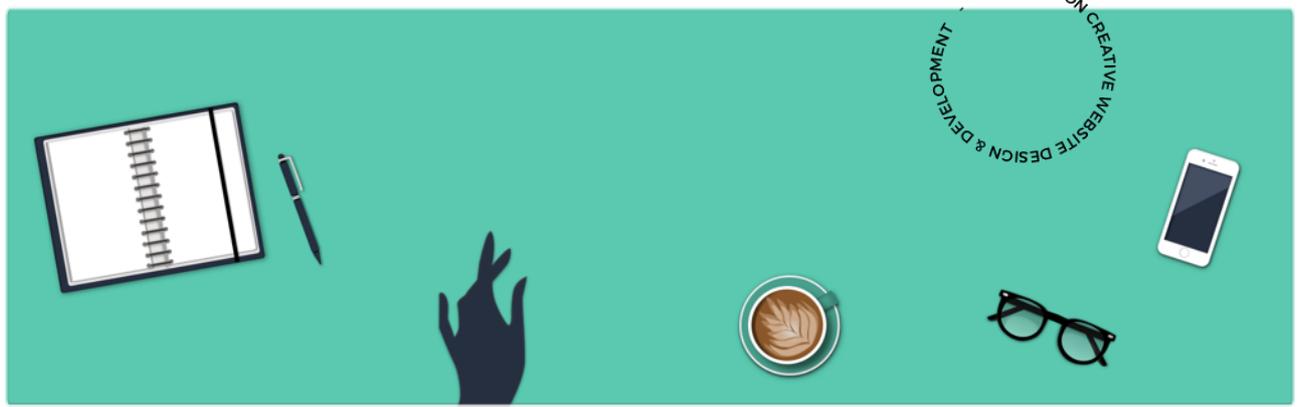
We are Website Designers not SEO experts therefore, we make no promises to get your website to the top of Google. We will however setup SEO plugins, educate you with general information that will help your website ranking and setup a sitemap that will be submitted to Google for indexing.

#### DOMAIN NAMES & HOSTING

We can take care of obtaining your domain name and provide you with hosting services. You have the option of paying for hosting on a monthly or yearly basis. This means you don't have to deal with this process and all your website information is held in one place.

#### WEBSITE MAINTENANCE

We do offer a maintenance package that includes backups, updates, image optimisation, link checks and security. However if you want to manage your website yourself any additional work will be billed at our hourly rate of \$50 + GST per hour. You will be required to set up your own backups of the website to ensure you are covered if something unexpected happens, we recommend using Dropbox for this.



## COMMUNICATION & FEEDBACK

Our preferred method of communication is via Asana, email or Skype. We are available during business hours Mon-Fri 9am-5pm. When providing feedback on the designs please be as clear and honest with your feelings and opinions. We want you to get an end product you are completely happy with and this requires you to communicate effectively.

## Client Homework

The client homework is an important step that helps us to understand your vision and goals.

So that we can better serve you as a client, we ask that you respond and provide feedback in a timely manner. It is crucial to the projects success that you stick to the schedule. Delays from the client will result in project delays and may incur additional charges.

The Client homework includes all of the content for the website and encompasses the following; (All homework is to be added to the joint folders on Dropbox and Google Drive and labelled clearly)

- Project Questionnaire
- Outline of website pages + blog post categories
- Images for use on website supporting pages, sidebar
- Logo & branding files
- Finalised website copy (please ask if you require help & we can refer you to a copywriter)
- Product Info + Images for E-commerce sites
- Portfolio listing information for portfolio sites
- Links to social media and email marketing API

# The Wild Notion Creative Process



## Meeting

After your initial inquiry we will set up a meeting via Skype to go through the process and discuss your vision and goals for the website. This meeting gives us a chance to get to know each other and for us to gain the necessary information about what you want and to gather the information to provide a proposal and quote.

## Booking

(Bookings are usually 1 month in advance and sometimes may be longer) We will put together a price and proposal. Once the proposal is accepted, the contract is signed and 50% deposit paid, we can secure your spot on our calendar. You will then be provided with a link to a shared Dropbox folder, Google Drive folder, Asana Project and provided with a Welcome pack.

## Client Homework

While you are waiting for your booking, you will have a chance to complete the homework. This homework is crucial to the website design process. If this is not completed by the start date of the project then we can't do our job and you will be charged a delay fee.

## Design Process

(Our design process takes approx. 3-6 weeks depending on the complexity of the project.) This involves setting up a coming soon page and then presenting a wireframe for revision. Once the wireframe is approved we move on to building out the website. You will then be given 2 rounds of revisions to provide feedback and make changes to the website. (Total revisions 3)

## Testing & Optimisation

We then move on to testing the website across different devices, page speed optimisation and functionality testing.

## Completion

Final 50% Payment is made then final files are handed over and we provide you with tutorials on how to use the website and a Goodbye Pack with lots of useful tips.

## Then it's launch day!!!

# THANK YOU!



**Thank you for taking the time to read through the information provided, we are excited about the opportunity to work with you!**

If you are happy with the information provided above, please go ahead and book a Skype meeting to get started on this process via the link below.

<https://calendly.com/wildnotioncreative>

or if you have questions send us an email at [hello@wildnotioncreative.co.nz](mailto:hello@wildnotioncreative.co.nz)

We look forward to discussing your project soon.

**Hayley + Chris**