Website Content Worksheet

You'll find it's a considerable amount of work to prepare your company's materials for the Web pages we will construct for you. Think of us 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 this worksheet to indicate which file names correspond to which Web pages.
- **We prefer Microsoft Word**, though we can convert a wide variety of 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 post it 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 charge for such items on an hourly basis.
- You may select **stock photos** from your pages from Photo Disc or Corel, and give us the photograph number. 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 charge our hourly rate.
- Our Standard Web Site Packages **include an average of 1.3 photos** or graphics per page. Beyond that we charge an additional fee for placing photos.

Please include this Web Page Content Worksheet with the materials you send to Sai Web Technology . Feel free to use your own form if that is more convenient.

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Content Description	File Name for Text	Approx # of words	Photos or Graphics If none state "None"
Home	.	.	.
About the Company	.	.	.
Order/Response Form	.	.	.
Services/Products	.	.	.
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FAQ	.	.	.
Newsletter	.	.	.
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