

The Steps Of Creating A Website

- Decide what your goals are for the website and what you want on it
- Meet with WKTU Staff to review (Free Consultation)
- WKTU will send you a cost estimate within one week
- After signing and returning, you will send as much content and images for the site as you can
- A design prototype will then be created for you to review
- You will make changes and critique the design to your liking, then approve
- WKTU will create your website for you to view (no one else can access)
- You will be able to review and make changes to your website
- Upon reviewing, changes and testing, your site will go online!

How Long It Will Take

Generally, it will take us approximately one month to create your website, but this can vary depending on many factors. This will be discussed with you during the consultation. Any major changes that are made after the project is underway will be treated as new requests and may not be subject to the same project deadline, and may increase the total amount due at project completion. Any logos and photos that you wish to use must be provided before design process begins.

Note: Graphic changes made for web after design approval can be time consuming and will incur additional charges.

Free Consultation

A preliminary consultation and quote is provided free of charge to help you determine website design ideas and costs. Additional consultations or research may be requested, and will be provided at the hourly rate stated in the web design contract.

Response Time

Kenneth or Cassandra Dietz will respond to all inquiries within 24 hours (weekdays) and 48 hours (weekends). The primary methods of communication are e-mail kdietz@wktu.org or cdietz@wktu.org and voicemail at 716.228.7722. Any extended absence will be communicated well in advance or coverage will be provided.

Website Content – What Goes On The Website

Providing WKTU with the content for your website is an essential part of the web design process. Content includes any images and text that you would like on your site. Please see below for guidelines for providing content:

- Development of your webpages will not begin until all graphics and the majority of the content are provided
- The client must furnish all content that is carefully edited and proofread
- Files must be named to coincide with each specific web page or documentation describing where content is to be placed needs to be provided
- Format text to include **bolded** and *italic type* where you prefer
- Indicate links to other pages within your website or on other websites by underlining the linking point
- Content edits will be performed for 3 months after the development has been completed at no cost. Changes afterward can carry additional fees at our standard hourly rates
- Image and text files included may be of any major file type including Photoshop PSD, EPS, JPEG, GIF, PNG, TXT, RTF, InDesign, DOC, and PDF. Please do not send MS-Publisher (.PUB) files
- You must have rights to use or own ALL content that is placed on your site (music, images, etc)

Site Development

Once a contract for website design is signed, the deposit (25% of total estimated cost) has been received, and the website content has been provided to the web designer, concept artwork for your home page will be e-mailed to you at the e-mail address specified in the web design contract. It is at this point that any major design changes must be made. Your approval or requested changes should be e-mailed back to WKTU.org. Once the concept artwork is approved, the Home Page will be staged (posted temporarily) on WKTU.org's server (or a testing region on your own webserver), and you will be e-mailed a link so you can view the page and critique it. Once the home page is approved, the rest of the pages will be staged, and you will be e-mailed a link for viewing.

Please review the following key items regarding site development:

- Once you have approved the design and development on the site has started, any design changes made afterwards will incur additional cost
- Our goal is to get the site to you on or before the date specified in the contract. Changes or additions made may affect the project timeline
- We will test the website on different systems, Internet Browsers and Operating Systems
- If your site has a database (this is the case if you can change any content on the site yourself, or if you have products, online checkout, or PayPal integration), you will be provided with tools to help you manage the data. You may not have direct access to all of the data using these tools. Upon request we can send you the data in Excel format.

Editing The Site Once It Is Done

The price quote in the contract includes content changes for 3 months. Edits consist of text revisions only. Design changes requested by the client after site design is complete will incur extra charges. Clients are responsible for proofreading their website. All requested revisions must be e-mailed to WKTU.org at the e-mail address specified in the web design contract. Updates to your site will incur fees depending on the type of page and the difficulty of the changes needed. Timeframe for these changes will be provided within 24 hours of receiving the request.

Web Hosting

Once the design of your website is complete, your option is to use WKTU as your hosting provider or use another host at your choosing. WKTU can offer affordable, reliable hosting at your option. Go to wktu.org or call for more information. If you go with another option, you are responsible for contacting your web hosting company to get the FTP information necessary to upload your site, and it must be e-mailed to WKTU.org in order for your website to be uploaded to your server. Please note that in this case, if no FTP information has been provided to upload the new site, the invoice for your site will still be sent on the completion date. It is your hosting company's responsibility to make sure your site and e-mail is up and running after the site is uploaded, regardless of whether WKTU.org set it up for you or not. If you are hosting through WKTU, we will take care of all of the technical details.

Confidentiality, Copyright, Licenses and Rights

Any information disclosed to us will not be shared with any third party without prior consent. If any additional consultant is contracted through WKTU.org to complete the work required by the client, no confidential information will be sent without first obtaining written approval from the client. You must own the rights to all content available on your website.

Any code that is not freely accessible to third parties and not in the public domain, and to which WKTU.org owns the copyright, may not be copied, published, distributed or passed to any third parties in any form without prior written consent from WKTU.org. Unless previously agreed otherwise in writing, no modifications may be made by the client or any third party to code to which WKTU.org owns the copyright. Information passed in written form to WKTU.org, and that the client has indicated is confidential, will not be published or made available in any other way to third parties without the prior written consent of the client. Any open source code or application that is in use on a website that is created by WKTU.org remains under the license and copyright in which it is distributed.

Assignment of Work

WKTU.org reserves the right to assign another designer or subcontractor the work to ensure quality and on-time completion.

Invoices and Billing

All invoices are sent by e-mail (or in rare cases, Postal Mail) to the contact person listed in the contract and are due within 30 days of receipt. Content for any remaining work must be provided within 3 months of Project Completion Date or contract will be considered fulfilled and additional work will be billed at the current rate.

Restrictions

Under no circumstances will WKTU Web Design host, design, maintain, or be otherwise affiliated with any website or company involved in illegal, pornographic, or racist activity. This includes and is not limited to distributing copyrighted software or media (to which the rights are not owned) or distributing, promoting, or encouraging, any form of adult material.

We reserve the right to cancel a contract at our discretion.

Please see your Website Design Contract for additional information specific to your project.