

# WEBSITE DESIGN WORKFLOW

▲ YOU - THE CLIENT

▲ ME - THE DESIGNER

## PRE - PROJECT

Pay 50% deposit + sign project contract

Book project + send Website Content Questionnaire

Fill out questionnaire, collect all content, put everything into one file

## PHASE 1

Send content file (Google Drive works well for this)

Create site outline / design brief + send to client

Sign off on and/or provide feedback on brief, then relax!

## PHASE 2

- ▲ Build site!
- ▲ Test functionality
- ▲ Format images, customize colours / fonts
- ▲ Formulate / embed custom coding
- ▲ Set up any 3rd party integrations

## PHASE 3

Send first draft of site

Review first draft + provide feedback within 3 biz days

Make revisions + send back to client

## PHASE 4

Review second draft + provide feedback within 3 biz days

Make revisions + send back to client

Sign off on final design (or buy additional revisions @ hourly rate) + pay final installment

## PHASE 5

Make final revisions, complete site checks

Purchase Wix Hosting plan

Connect domain to new site

Do a HAPPY DANCE, because your site is LIVE! YEA!

## POST - PROJECT

Send Help Guide PDF

Book meeting for training if required

Any other design projects you need help with?  
- Just ask!

