



Website Project Brief

for Created By Design
in conjunction with 2hearts ministries

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Contact Name:
Organisation/Church Name:
Organisation/Church Address:
Contact Email:
Contact Tel/Mob:
Proposed scope of your project: 1-5 Pages 6-10 11-20 21-50 Don't know
Your proposed project time frame: Within 4 weeks 2 months 3 months Other
Your estimated budget: £500/850 £850/1500 £1500/2000 £2000+
What is the objective of your website / what are you seeking to convey?
Are there any creative guidelines that we need to be aware of? Do you have a logo, or an official colour scheme, or existing marketing material etc?
List some sites that you like - why? These may be other Churches or businesses or totally unrelated:
List some sites that you don't like - why?

<p>Do you have a web address already registered? No Yes If Yes, please specify:</p>
<p>Is this site already hosted? No Yes If Yes, please specify:</p>
<p>Do you have the expertise to keep your site up to date? yes no not sure</p>
<p>If you require us to update for you, how often do you anticipate that happening?" weekly monthly quarterly other</p>
<p>Are there any special features you would like on your site? Please specify:</p>
<p>Please give any additional information that may be helpful.</p>

WEB DESIGN INFORMATION FOR CLIENTS:

Web hosting package - between £75.00 - £90.00.
 This will include hosting of your website, domain name registration and email setup. It also includes site optimisation and submission to search engines, visitor stats, plus a number of additional enhancements. This package is sufficient for most church/organisation sites but if high bandwidth is anticipated (eg downloading videos etc) there could be additional hosting costs.
 (Please note that this is approximately 25% cheaper than most commercial web designers)

Web design packages (costs depend on complexity of design)
 - a 5 page website approx. £350.00
 - a 10 page website approx. £500.00
 - a 25 page website approx. £1,000.00
 - a 50+ page website approx. £2,000.00
 Web design will only begin after agreement is reached on work, pricing and schedule and a 50% deposit is paid. The balance is due when the site goes live. (Please note that these prices are approximately 40 - 50% cheaper than most commercial web designers)

Web site maintainance
 It is vital that web sites are kept up to date. Since every web site is different, we will agree a maintenance contract tailored for your individual requirements, to be reviewed every year.

Additional costs
 Additional costs may be incurred if you require extra work to that which was specified in that schedule. These may include travel, photography, graphics, text editing or logo design. Once your site is live, we will brief you on how to upload, access stats, and use site features. We will support you in the early days of using and maintaining your site. But if you need more than basic support or if you we keep having to resolve problems you create, additional costs may be incurred.

Design shedule
 We will always strive to complete the web design to the agreed schedule, but this will depend on all information being made available to us as agreed. Any delay by you, the client, may mean other design work could take precedence over yours and set back the agreed completion date for your project.

**PLEASE RETURN YOUR COMPLETED FORM TO THE ADDRESS OVERLEAF
 AND WE WILL CONTACT YOU TO ARRANGE A MEETING**