



Web Starter Package: Custom Website Checklist

Step 1: Go to communitybroadband.com/webstarter.php and scroll down the page to view our current web page templates. Click on a thumbnail picture to see an enlarged sample of the template. Choose a template to be used as the model for your custom website.

We will replace the logo, pictures and text in the template with your business's logo, pictures and text. We can also make minor cosmetic revisions to the template, such as adjusting image size, adding additional images, changing the placement of text and/or images, etc.

Please note that this package includes modification of one template. Extensive customization, redesign, graphic design, copywriting and file conversion are services that will incur additional costs.

Step 2: You need to decide how many pages your website will have and the content (text) you will include. You need to provide us with a list of your pages and content (in a Microsoft Word document or other text file) – look at the next page for an example of how you should provide this information.

The Web Starter Package includes one web page. Additional pages can be added for a one-time fee of \$50/page. You may decide that one page is all you need, or you may prefer multiple pages. Not sure what to include in your website? Here are some common web pages and types of content that are often found in business websites – you may choose to include one or more of the following:

- Home / Welcome (first page – may include a business summary, hours, location, etc.)
- Services / Products
- Price list / Rates (a restaurant may include their menu)
- Samples of Work / Photo Gallery
- References / Testimonials / Customer Quotes
- Specials
- FAQs / Frequently Asked Questions
- Instructions / Tips
- About Us / Our Mission / History
- Employment / Job Opportunities
- Contact Us
- Links
- Directions / Map

Note: If you have a pre-produced document that you want to include with your website (a menu, price list or sales flyer for example) we can convert the document to web format for use as a web page.

Step 3: Provide us with your graphic elements - logos, pictures and/or graphics. You may provide up to three graphic elements per web page (additional graphic elements can be included for \$20/each). Provide all elements in digital format (email us the files or provide us with a CD of the files). In your list of website pages and content, be sure to include a description and intended placement of all the graphic elements you are providing to us. *If you cannot provide your elements in electronic format, we can in most cases convert your elements to electronic format for an additional cost.*

Step 4: Once you have provided us with the above information, including all content and elements, we will begin work on your custom website. Custom websites may take up to three weeks to complete.

Sample: Website Pages & Content Submission

Bill's Landscaping
www.billslandscaping.com

Contact information to be presented on website:

support@billslandscaping.com
(541) 504-6601
3478 Pine Road, Redmond OR 97756

Template selected:

Lucy' Flowers

Page 1: HOME PAGE

Picture 1: rose-garden.jpg (Picture of rose garden to replace the main title picture.)

Picture 2: lawn-mover.jpg (Picture of Bill mowing, insert into the main body with the text.)

Text:

Bill Johnson has been providing landscaping services to Central Oregon homes and businesses for over 20 years. Additional content here. Additional content here. Additional content here. Additional content here. Additional content here. Additional content here. Additional content here. Additional content here.

Page 2: SERVICES

Picture 1: maple.jpg (Picture of maple tree to replace template picture.)

Picture 2: garden.jpg (Picture of flower garden, insert into the main body with the text.)

Text:

Weekly mowing service: \$49.95 a month
Pruning: \$25 per hour
Shrub removal: \$25 per hour
Additional content here.
Additional content here.
Additional content here.

Page 3: TESTIMONIALS

Picture 1: pam-stevens.jpg (Picture of Pam Stevens to replace template picture.)

Text beneath picture of Pam Stevens:

"Bill has made my yard look great since 1989!" – Pam Stevens, Redmond

Text for main body:

"Give Bill's team a try. They will do wonders for your lawn!" – Larry Holt, Prineville.

"I searched around, and I found that Bill's Landscaping is a great value." – Mark Kent, Culver

Additional content here.

Additional content here.

Additional content here.

Page 4: CONTACT US

Picture 1: koi-pond.jpg (Picture of koi pond to replace template picture.)

Picture 2: map.jpg (Graphic of map showing location, insert into the main body with the text.)

Text:

Bill's landscaping is located... Additional content here. Additional content here. Additional content here. Additional content here. Additional content here. Additional content here.