

Client Responsibilities

Please Read ~ Your Part in the Web Site Building Process

Experience has shown me that the best web sites are produced for the lowest cost when these guidelines are followed.

- **Use email:**

Email is most effective method for communicating with me, particularly because it gives us both a written record. Please use it whenever possible.

- **Be clear on what your goals are:**

Let me know what you want from your web site.

- **Decide on content:**

Decide *what* content you want to present on your web site. I will be in charge of designing the *how* and *where* – the formatting and layout.

- **Deliver content to me in an organized and timely manner:**

Text should be finalized, proofread and ready for publication. Graphics should be named carefully and sent in an orderly way.

- **Offer clear, helpful feedback to sample sites:**

Remember that the process is much smoother when clear, concise and thorough feedback is given – in writing.

- **Leave it to me to produce a professional product:**

Be flexible and aware that time is valuable and leave the responsibility of producing professional results primarily in our hands.