



Web Design Process Calendar

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>-2</p> <p>2 WEEKS PRE-START DATE</p> <p>Pre-Work</p>	<p>PRE-WORK STARTS!</p> <p>Work with Copywriter Book Photographer for headshots</p>				
<p>-1</p> <p>1 WEEK PRE-START DATE</p> <p>Homework</p>	<p>HOMEWORK STARTS!</p> <p>Complete Website Questionnaire</p>				
<p>1</p> <p>WEEK ONE</p> <p>Web Strategy + Kickoff Week</p>	<p>WEBSITE KICK-OFF CALL DAY</p> <p>25% Invoice Due Today</p> <p>Walk-Through Account Setup</p>		<p>Client Presentation Of Site-Map</p>	<p>Edits To Site-Map Provided From Client</p>	<p>Edits To Site-Map Presented To Client</p> <p>All Web Content (Copy, Images) Due From Client By Noon PST</p>
<p>2</p> <p>WEEK TWO</p> <p>Design for Mockup</p>	<p>Start Design Day For Kris To Create Mockup</p>				<p>Draft One Of Mockup- 3 Top Pages Presented To Client</p>
<p>3</p> <p>WEEK THREE</p> <p>Edits to Mockup</p>	<p>Edits For Mockup Due From Client By End Of Day</p>		<p>Edits Presented To Client For The Mockup Stage</p>		<p>Edits Round Two For Mockup Due From Client By Noon PST</p>
<p>4</p> <p>WEEK FOUR</p> <p>Development + Site Creation + Lead Capture PDF Design</p>	<p>Start Design Day For Kris To Design Site In Full</p> <p>Lead Capture PDF Design</p>				<p>Site Presented To Client In Full</p> <p>Lead Capture PDF Presented To Client</p>
<p>5</p> <p>WEEK FIVE</p> <p>Edits to Full Site + Lead Capture PDF</p>	<p>Edit Week For Client— Send As Many Rounds Of Edits As Needed All Week Long</p>				<p>Noon PST Is Cut Off Time For Edits To Be Completed</p>
<p>6</p> <p>WEEK SIX</p> <p>Mobile Edits + Launch!</p>	<p>Mobile Edits Week + Any Added Edits Date</p>		<p>Final Site Review With Client</p>	<p>Domain Prep Day If Needed For Site</p>	<p>LAUNCH DATE!</p>
<p>7</p> <p>WEEK SEVEN</p> <p>Post-Launch</p>	<p>Post-Launch Support Available For 10 Business Days.</p> <p>Final Files + Video Tutorials Being Worked On By Us And Will Be Delivered Within 5 Business Days From Launch Date.</p>				
<p>8</p> <p>WEEK EIGHT</p> <p>Post-Launch</p>					<p>Post-Launch Support Window Ends Today</p>



 Client Website Due Date

 Our Due Dates

Holidays: We try to avoid holidays on days where things would be due for clients if possible. Please make note of all due dates. Any late steps might result in a fee added to your invoice.

Rushed or delayed schedules: If an alteration to the schedule needs to be made, we can quote this alteration as either rushed or delayed. Please inquire with us.