



## Website Design & Development Offer from Design Alive

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Thank you for your interest in a free website designed by one of our students!

**It's important that you understand exactly what is being offered. Please read the following carefully:**

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| <b>What kind of business is best suited to the free design offer?</b> | Restrictions are placed on the amount and type of content our students produce for this offer. It is best suited for informational websites (ie, not a store or client login).  |
| <b>Included features:</b>   | <p>The website will include <b>5 pages</b>. It may also include the following features:</p> <ul style="list-style-type: none"><li>• Contact form</li><li>• Other form (such as order form, without payment)</li><li>• Gallery or slider</li><li>• Paypal buttons (ie, for a donation)</li></ul> <p>It does <b>not</b> include e-commerce/online store or accepting payments onsite.</p> <p>If you require additional pages, your student may be able to complete them for a minimal fee, outside of class time.</p> |
| <b>Website platform:</b>  | The website will be created in WordPress, which allows you to edit the text of your website once development is complete.   |
| <b>Associated costs:</b>  | <p>You will not be charged for the design and development of your website. However, <u>expect to pay for the following:</u></p> <ul style="list-style-type: none"><li>• <b>Website hosting and domain:</b> approx. \$75/yr</li><li>• <b>Stock imagery:</b> approx. \$50</li><li>• <b>WordPress theme:</b> \$30 - \$100</li><li>• It is advisable, although not necessary, to sign up for a backup service at \$39/yr</li></ul> <p><b>Total costs: Approximately \$150 - \$225</b></p>                               |
| <b>Timeline</b>   | <p>Work will begin in March and websites will be completed in July.</p> <p><u>You must be committed to following through with the student</u></p>   |

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|                     | <u>and responding to questions in a timely manner</u> (within 24 hrs) to allow the students to progress and to complete their project.   |
| <b>Site content</b> | <p>You will be responsible for providing all website content when requested. You will be provided with dates when this content is required.</p> <p><b>If you do not provide your student with content, she will use dummy content in its place to allow her to complete her project.</b> Your site may go live with this dummy content in place if you do not provide the content in time.</p> |

**This website may be free, but we take it very seriously. Accepting this offer means you agree to be timely, forthcoming, and communicative.**

**Additional terms and conditions:**

- You are responsible to pay any related costs when the student requests it. (Costs are listed above.)
- You are responsible for all hosting/domain name charges.
- You are committed to following through with the student and will respond to any back and forth questions in a timely manner (within 24 hrs) to allow the students to progress and to complete their project by the project deadline (usually 6-8 weeks after the initial contact). The proposed deadline for this project is mid-July.
- If you fail to liaise and guide the student to reach a final outcome and as a result not allow her to complete the project (and she will need a different project for the portfolio), this project will not be offered as a free design and there is a \$200 dollar charge. We are doing this to prevent unfinished projects.
- Once you have agreed on the sitemap and theme of the website, and the students has started work, no further fundamental design changes will be permitted, although minor corrections will be allowed.
- You are not commissioning someone else to design the website at the same time (just in case) as the purpose of this offer is to allow the students to have a live website in their portfolios and experience with working with a real client.
- You will allow the student to showcase the final website in their portfolios and will agree to write a testimonial regarding this project to be displayed on the school's or student's website.
- The free website includes an About page, Blog, Contact Form, Product Gallery, and up to 2 more additional pages. Any extra work may be charged for.