

Let's work together: An introduction to working with CottamWeb

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Intro

Hi!

I'm excited to discuss working on this website with you.

Outlined on the following pages are all the basics about how I work.

Please read through the entire document carefully to ensure that my processes work for you. If you have any questions, please don't hesitate to ask.

If everything looks good, the next steps are outlined at the end of this document!

-Mike Cottam



Office Hours

I work Monday-Friday from 9am to 5pm UK time.

During your project we will primarily use email and Zoom to communicate. I use Asana as my go-to project management tool. This helps me keep everything organized and in one place.

I do my best to reply to all communication regarding active projects the same day (during my office hours).

If you'd like to chat via Zoom, you can schedule an appointment here > <https://cottamweb.com/contact/>.

Scheduling Zoom calls keeps my work from being interrupted and allows me focus on your project!



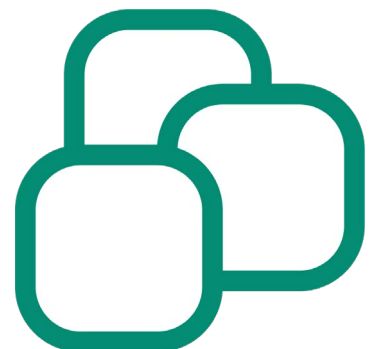
What's Included

A BEAUTIFULLY crafted website designed to sell your products and services. This website will be built using WordPress and a premium theme, which means you'll be able to update it easily –**hooray!**

Besides the tech stuff, we'll also meet for an initial strategy session via Zoom, to agree the elements of your project and get us both 100% on the same page.

After the project begins, we'll have regular communication via email to review what's been done so far, and where we're going next. If needed, we can arrange Zoom calls too.

This website design project does not include content creation or any premium plugin licenses, so if there are specific plugins you want to use, let me know right away as you'll need to purchase them before I begin work.



What You Need

Before we get started, I'll need the following from you:

Inspiration Ideas

I need to see what inspires you! If we agree to work together, you'll provide a selection of images and existing websites that match the aesthetic and feel you want for your website.

Answers to some Questions

I need to pick your brain! I'll send you a questionnaire to get an in-depth look at your business, so I can strategically plan your site.

Content

To build your website properly, I'll need your content before we begin. This includes text copy and any images you wish to use.

Starting with the content will let me focus the design around your content and highlight all the important aspects to funnel visitors where you want them to go.



Process & Timeline

The overall process varies slightly from project to project, but this timeline outlines the major milestones and we'll do our best to stick to it, or let you know if your project will vary greatly from what is outlined below.

1-2 WEEKS BEFORE PROJECT BEGINS

You – You make a payment of 50% of the project cost

Us – We have a Zoom call to determine the goals and features of your website

You – You begin to gather all website content using my Content Capture Template

Me – I schedule your project and am available if you have questions

WEEK 1

You - All content due

You – Web hosting login info due

Me – Start outlining the site and sourcing suitable themes

WEEK 2

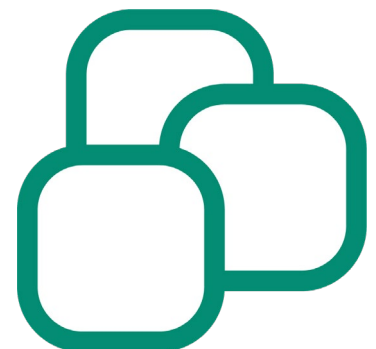
You – You'll select the design theme

Me – I'll begin building the site

WEEK 3

Us – We'll work on regular review of the website

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WEEK 4

You – You'll give approval on the final website

Me – I'll make any final changes to the site and content

You – You make final payment

Me – I'll launch the site on your server

You – You'll celebrate!

Payment Schedule

Below is the payment schedule expected for your project. If you believe this schedule to be problematic for you, please let me know as soon as possible BEFORE the contract is signed so that we may discuss an alternate schedule.

50% of projected project cost due before work begins and to secure your spot on my schedule

50% of projected project cost due before the website launches or 30 days after the initial payment, whichever happens first.



FAQ's

How long will my website take?

It depends on a few factors: schedule openings, complexity, and your response time. Most website builds are scheduled to begin approximately one month after first contact. This allows time for you to complete any text copy, take any new photos required for me to create your site.

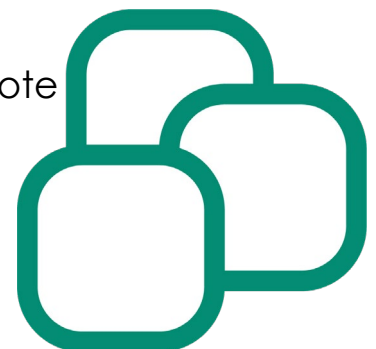
The complexity of your website is another factor, while some sites can be completed in as little as a few weeks, others (especially e-commerce or membership sites) can take as long as three to four months to fully plan and construct. I'll give you a better timeline quote during our strategy session.

The final factor is your response time. During the project you will need to respond as quickly as possible to my questions and provide feedback. Delays in your responses will result in a delay in the launch of the website, and may increase the overall cost of the project. If you have any vacations or offline time planned during the time we're supposed to be working on your website, please let me know before you sign the contract so I may alter the timeline accordingly.

How much will my website cost?

In general, most websites start at £900.00 and go up in price based on a few factors: complexity, scope, and timeline.

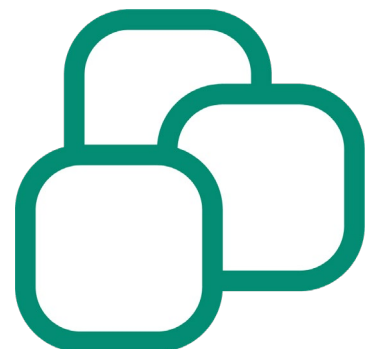
We'll discuss your project and create a custom quote based on your needs. Complexity also applies to strategy—a design that looks simple for a site that has a complex sales funnel costs more than a site www.cottamweb.com



with no sales funnel. The scope of work also affects the overall price.

The price quoted at the beginning of the project may not be the final price as changes to the scope of work (adding, removing or changing features) may result in the final project cost changing.

Finally, the timeline affects the price. The price quoted is based in part on the amount of time I believe the project will take to complete. Delays due to failure on your part to provide content or feedback may result in a “holding fee” for each week the project extends past the timeline. If you have a tight deadline, a “rush fee” may be charged to complete the project in time.



Thanks for reading!

Please send me an email at mike@cottamweb.com if you have any questions.

If everything looks good, let's schedule our introductory chat so I can create your proposal.

Click the link below to be taken to my online contact form.

<https://cottamweb.com/contact/>

I look forward to chatting about your project with you!

- Mike Cottam

