

# Sawtooth*Sites*

Thank you for considering Sawtooth Sites to provide solutions to your web design needs. Contained in this document are the steps we take with clients when they choose to design a website with our team. Please carefully read the following information.

## Step 1

Upon scheduling an appointment, we'll call or meet with the client to discuss their needs and expectations in detail. Once this is done, we'll construct four homepage mockups to nail down design, font, and color choices. From there, we'll create a wireframe (a basic outline) of the site with a proposal. When the client is satisfied with the proposal, a contract will be sent over to be signed, and work on the website will begin after the first 25% payment is made via PayPal (@ReaganDaniel) or check.

## Step 2

Early on, the client will be sent a link to the temporary domain for the site. This is to check in on site progress as we build the site and update it. The client can feel free to send us a note with revisions they would like to make as they check in. Minor revisions will be allowed, but major elements already approved by the client in the contract will not be. The contract will go over what is considered a minor versus major revision.

Once the website is done and meets the specifications of the contract and proposal, we will send them an invoice for the work (representing the final 75% of the total bid) to be paid via PayPal (@ReaganDaniel) or check.

## Step 3

After payment is completed, we will create a Wix or Editor X account for the client using a preferred email and temporary password. Full ownership of the website will then be transferred to the client, with our team remaining under the role “Website Designer”. This allows us to edit and troubleshoot possible future problems with the site, should the client subscribe to our Website Management plan (which would be discussed in more detail if they are interested in the service).

## Step 4

After this is done, the only thing left to do is purchase a domain subscription and hosting plan. Due to the sensitive nature of domain subscription and hosting plan purchases and transfers (requiring credit card information to be submitted), our clients generally feel more comfortable handling this simple process themselves. If the client has any questions during this process, however, our team is always there to assist them or complete the task for them.

### **For clients without a previous website:**

Wix makes it easy to purchase a domain subscription and hosting plan. The client must first purchase a hosting plan, which is explained in the first link below. There are a variety of different plans for different size businesses and objectives, so we will recommend a plan that works best for the client. Afterwards, the client will need to purchase a domain, explained in the second link below. A Wix premium plan comes with a one-year free domain voucher, which will automatically be applied towards the purchase.

Hosting Plan: <https://support.wix.com/en/article/purchasing-a-monthly-premium-plan>

Domain Subscription: <https://support.wix.com/en/article/purchasing-a-domain-from-wix-3133977>

**For clients who have an existing website:**

Wix also makes it simple to transfer a domain subscription and purchase a hosting plan. The client must first purchase a hosting plan, which is explained in the first link below. There are a variety of different plans for different size businesses and objectives, so we will recommend a plan that works best for the client. Unfortunately, prepaid plans with current hosting services won't transfer to Wix. Afterwards, the client will need to transfer their domain subscription, explained in the second link below. When transferring from most hosting services (GoDaddy, HostGator, etc.), prepaid domain subscriptions should apply to Wix. One-year free domain vouchers (received when a hosting plan was purchased) are automatically applied towards the purchase.

Hosting Plan: <https://support.wix.com/en/article/purchasing-a-monthly-premium-plan>

Domain Subscription: <https://support.wix.com/en/article/transferring-a-domain-purchased-elsewhere-to-wix>

After all of these steps are completed, the client will have a fully functioning, beautiful website to themselves!