



Computer Necessities



WEB DESIGN

Evaluation, Proposal, Implementation

Computer Necessities can assist you to create a website. There are many options and considerations that require clear communication with you. Then you will need to make decisions based on your budget and business needs. The following documentation will guide us through this process.

Plan

		Steps
✓	<input type="checkbox"/>	Gather Customer information
✓	<input type="checkbox"/>	Examine current configuration of business operation
✓	<input type="checkbox"/>	Identify business goals; options; pros/cons; benefits; and budget
✓	<input type="checkbox"/>	Provide 2 or 3 website configurations that fit company needs
✓	<input type="checkbox"/>	Discuss costs of options available
✓	<input type="checkbox"/>	Timetable and procedures of communication and testing
✓	<input type="checkbox"/>	Sign contract and provide deposit

Credentials

		Why choose to use Computer Necessities?
✓	<input type="checkbox"/>	Experience
✓	<input type="checkbox"/>	Professional
✓	<input type="checkbox"/>	Good Communication
✓	<input type="checkbox"/>	Honest
✓	<input type="checkbox"/>	Capable
✓	<input type="checkbox"/>	If a job is beyond the scope of work we can handle, we can recommend developers

Samples of our Work

Customer	Website
Advanced Communications	www.acm-solutions.com
Bel-Air Beach Club	www.bel-airbeachclub.com
Computer Necessities, LLC	www.computernecessities.com
Creative Design Concepts	www.cdesigninc.net
Horizontal Wells	www.horizontal.com
Sun Control Aluminum	www.suncontrolaluminum.com

NOTE: Other websites have been developed but are not available publicly.

Customer Information

Question	Answer
Today's Date:	
Time Period Desired: <small>(check one)</small>	<input type="checkbox"/> 3 Months <input type="checkbox"/> Next Year <input type="checkbox"/> Not Sure
Business Name:	
Business Type:	
Address:	
Primary Contact Name:	
Primary Contact Phone:	
Primary Contact Email:	
Existing domain name:	
Existing host provider:	
Existing web developer:	
Existing web contact Name and Phone:	
Desired domain name:	<ul style="list-style-type: none"> ▪ ▪ ▪
Goals:	<ul style="list-style-type: none"> ▪ ▪ ▪
Budget:	

Questionnaire

NOTE: The *goal* of this questionnaire is to clarify your business model and the way you want to use your website. Then we can provide productive recommendations and it will help our development be successful.

Question	Answer		Recommendation
1. Is there an existing website?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
2. What do you want to salvage from the existing website? (Graphics, data?)			
3. How many pages do you want in your website layout? Name each page desired. (Provide samples where possible.)			
4. Do you currently use a domain email?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
5. How many emails are needed? (Provide exact addresses desired.)			
6. If a database or shopping cart is required, what are the fields and how do they relate to each other? (Attach Diagram of "Tree Structure".)			
7. How often is database data updated? And by whom? (Residual Costs?)			
8. What level of security is required for users? (Specify for different levels such as managers, agents, end-users, etc.)			
9. What graphics are already developed? How many?			
10. What colors are preferred?			
11. Are FrontPage extensions, CSS, CGI, Java Script, Pearl, PSP or MySQL required?			
12. Any links to other websites? Other.			
13. Will there be video, music, or other large media requirements?			
Recommended Action(s):			

Estimated Costs

Required

Item	Description	Yes	QTY	Cost	Price
1	Domain Name Registration - 1 year renew*			\$ 35.00	
2	Domain Name Registration - 3 years renew*			\$ 90.00	
3	Domain Name Registration - 5 years renew*			\$ 115.00	
4	Domain Name Registration - 10 years renew*			\$ 180.00	
5	Web Hosting Basic - 1 year renew**			\$ 299.99	
6	Web Hosting Premium - 1 year renew** (Required for SQL database management; listings; carts)			\$ 599.99	
				Required	Subtotal
					\$ -

Optional

Item	Description	Yes	QTY	Cost	Price
7	Domain Email (Package of 10) - 1 year renew*			\$ 99.99	
8	Search Engine Booster Package - 1 year renew*			\$ 299.99	
9	Shopping Cart - 1 year renew**^			\$ 499.99	
				Optional	Subtotal
					\$ -

Estimated Labor

Item	Description	Yes	QTY	Cost	Price
10	Setup of Domain			\$ 356.00	
11	Setup of Hosting			\$ 178.00	
12	Setup of Email			\$ 178.00	
12	Design Logo basic (if requires extra graphic design*)			\$ 445.00	
13	Develop HTML basic website (25 hrs)			\$ 2,225.00	
14	Develop per FLASH basic add-on (29 hrs)			\$ 2,581.00	
15	Develop per FLASH premium add-on (58 hrs)			\$ 5,162.00	
16	SQL database or shopping cart add-on^ (50 hrs)			\$ 4,450.00	
17	Transfer existing PowerPoint presentation online			\$ 499.00	
18	Transfer existing Video presentation online			\$ 599.00	
				Labor	Subtotal
					\$ -

Date	Invoice	50%	Deposit	Grandtotal
			\$ -	\$ -

NOTE: Approximate pricing; prices subject to change; you may pay by credit card.
 * = Services provided by other professional companies. ** = Monthly costs are more.
 ^ = Additional setup and monthly fees (\$30) required for website to process credit cards.



Future Modifications

➤ Additional labor \$89 per hr. in 15 min. increments; Estimates vary based on complexity

Decide on Configuration

Sample Attached	Decision
Sample #1	<input type="checkbox"/> Initial _____
Sample #2	<input type="checkbox"/> Initial _____
Sample #3	<input type="checkbox"/> Initial _____

Pages to Include	Details
Home Page	Welcome and overall navigation
About Us Page	Describing the purpose and history
Services Page	Services Listing
Members Only Page	Password protected; includes meeting minutes
Contact Us Page	How to contact by phone and email

Features to Include	Details

Communication	Phases
Sign Contract; make Deposit	Phase 1
First Review	Phase 2
Final Review	Phase 3 and signoff <input checked="" type="checkbox"/> _____ (Initials)
Payment in Full	Closed

Contract

"SECTION I: PAYMENT AGREEMENT CONTRACT

CUSTOMER agrees by signature to these terms before any purchases. Payment terms vary depending on value of goods sold. Generally payment is prior to order of goods or services. All transactions on are considered final; no returns. Special orders may take up to 4 weeks delivery. Sale is final even if goods or services are damaged by misuse, natural disasters or "Acts of God" as defined by the state, 3rd party, or unauthorized repair agents. VENDOR is not responsible for any damage, theft, or loss of goods during or after delivery. The VENDOR is not responsible for any insurance or legal fees incurred for dispute on this transaction. Damage by mail carrier, such as Fed Ex, UPS or other, will be paid by such carrier, NOT the VENDOR."

Out of state transactions require 100% pre-payment by cashiers check or credit card with front and back copy of credit card and drivers license verification. Transactions over \$500 require 100% pre-payment. Checks or credit cards will be verified first before ordering and delivery. If payment bounces, any bank charges will be added to the invoice, and a credit card may be requested as alternative payment. If the credit card given for this transaction is NOT approved, the CUSTOMER is required to IMMEDIATELY provide another credit card or cashiers check for payment. If payment is not received in full after special order is made, or any attempt to cancel special order after signing this agreement, legal action may be pursued if restitution is not made to cover any expenses incurred by VENDOR.

"SECTION II: LABOR AGREEMENT CONTRACT

Labor shown on invoice is considered for normal business hours from 9:00am - 5:00pm. Work outside normal business hours will be at an additional reasonable surcharge. Trip charges may apply. If the nature of the job is expanded or time exceeds the estimated labor charges, these charges will be added at the end of the overall job project to this invoice or an additional invoice." Labor for software or web development is only estimated and may vary from estimate. What is shown is a fair estimate.

"SECTION III: INDEMNIFICATION CONTRACT

The CUSTOMER agrees to indemnify and save harmless the VENDOR from all suites, loss, damages, actions or claims of any character, including reasonable attorney's fees and legal costs incurred by the VENDOR, brought on account of any injuries or damages received or sustained by any person, persons or property by or from the CUSTOMER or CUSTOMER'S contractor or sub-contractor or their employees, or by, or in consequence of any neglect in safeguarding the work, or by, or an account of any act or omission, neglect or misconduct of the VENDOR or his agent, contractor or sub-contractor arising out of any law or ordinance."

"SECTION IV: PURCHASE TERMS & CONDITIONS TO BE READ BEFORE SIGNING

VENDOR REQUIRES ADVANCE PAYMENT IN FULL PRIOR TO SHIPMENT and/or INSTALLATION. For any remaining UNPAID BALANCE as well as for UNPAID SERVICES AND FUTURE ADD-ONS, CUSTOMER hereby (i) grants to VENDOR a security interest in all the equipment and software sold hereunder or hereafter to CUSTOMER, (ii) agrees that this purchase is a "Finance Purchase" as defined in Article 2A of the Uniform Commercial code (UCC). (iii) hereby waives any and all remedies granted to CUSTOMER by sections 506 through 522 of Article 2A of the UCC, (iv) hereby authorized VENDOR to sign the associated UCC Financial statements as agent and attorney-in-fact, and (v) agrees that the foregoing represents security for the payment or all of the CUSTOMER'S present and future obligation to VENDOR, and acknowledges that there is no warranty or guarantee that the equipment and software will achieve any particular desired results for CUSTOMER or anyone else." Cost adjustments for additional items during installation may be added if needed. As a consequence of the foregoing, the items purchased under the purchase order are NOT subject to return by CUSTOMER or refund by VENDOR.

VENDOR shall not be liable for failure to deliver due to company strikes, casual loss or delay of carriers or suppliers, or other actions out of their control. All agreements quoted are valid for 1 week from date of invoice and are open to a percentage adjustment either above or below depending on current market conditions and pricing. Penalty charges equal 20% of balance total for late payments. Lease Terms: If the equipment ordered from the VENDOR is to be financed by a third party leasing company, or other lending institution, the VENDOR hereby incorporates any and all applicable terms and conditions which are specified in the leaser's application forms, contracts and other pertinent contractual documents, as part and parcel to the terms and conditions of this contract's terms.

ALL CONTRACT CANCELLATIONS BY THE CUSTOMER ARE SUBJECT TO A CANCELLATION FEE EQUAL TO 25% OF THE CONTACT TOTAL. THE ABOVE AND ATTACHED DESCRIPTION OF PRODUCTS, SERVICES, TERMS AND PRICES ACCURATELY REFLECT THE PURCHASE ORDER OF THE UNDERSIGNED AND IS HEREBY CONFIRMED.

Customer

Vendor

Computer Necessities, LLC

Phone: (239) 826-5772

I the CUSTOMER have read Sections I, II, III, IV of the PAYMENT CONTRACT and DEPOSIT AND TOTAL AMOUNT DUE as attached to this invoice.

I understand that by my signing I will abide by the terms stated therein. I am authorized to sign for the CUSTOMER shown above.

X _____

CUSTOMER'S SIGNATURE

X _____

PRINT NAME

X _____

DATE

X _____

PAYMENT INCLUDED

I understand that by my signing I will abide by the terms stated therein. I am authorized to sign for the VENDOR shown above.

X _____

VENDOR'S SIGNATURE

X _____

PRINT NAME

X _____

DATE

X _____

ESTIMATED DATE TO FINISH

