Website Planning Worksheet

Text

- Please set up a **separate Word processor file** for each Web page. Use this worksheet to indicate which file names correspond to which Web pages.
- **We prefer Microsoft Word**, though we can convert a wide variety of file types.
- Please do not send us a draft of your text. **Send us your final version**. While we expect to make minor changes here and there after the Web pages are prepared, we charge extra to format and insert brand new text.

Graphics

- The quality appearance of your Website has a lot to do with the photos or graphics you choose for your Web pages. Clipart can be used, but it tends to make the pages look amateurish. Photos are usually the better choice.
- You may **send graphics to us in either digitized form or hard copy photos** that we will scan. Scanning may result in extra charges. We recommend digital images.
- If you need us to prepare **specialized graphic elements** in addition to our custom site graphics package, please explain clearly, and perhaps include a sketch. We charge for such items on an hourly basis.
- You may select **stock photos** from many online services or we would be happy to select stock photography for you. We will purchase and download the appropriate photo, place it on the Web page indicated, and bill you for the photo cost.
- Our Standard Web Site Packages **include an average of 2 photos** or graphics per page. There may be an additional fee for placing photos beyond that.

Please include this Web Page Content Worksheet with the materials you send to Path Designs. Feel free to use your own form if that is more convenient.

Content Description	File Name for Text	Approx # of Words	Photos or Graphics
Home Page			

Additional Information:

Thank you for Choosing Path Designs