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## WEBSITE CONTENT WORKSHEET

You'll find it's a considerable amount of work to prepare your company's materials for the Web pages we will construct for you. Think of us as your company's graphic designers. You supply the raw materials and we assemble them onto graphically pleasing, easy-to-read Web pages.

We include everything the average small business needs for Web pages. But be sure to see the limits of what is included in our packages; we charge extra for services required beyond our standard packages.

### Text

You must 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.

Send us your final version. Please do not send us a draft of your text. We expect to make minor changes here and there after the Web pages are prepared; we may charge extra to format and insert brand new text. Web pages which contain more than 1,200 words may be subject to additional charges, especially if they require a good deal of formatting.

### Graphics

The appearance of your Web site has a lot to do based on the photos or graphics you choose for your Web pages. Clipart can be used, but is not recommended. Photos are usually best.

You may send graphics to us in either digitized form or hard copy photos which we will scan.

Prepare captions for each photo. You may affix a Post It Note to the photo to show its caption and which page it goes on. If you want us to find and select photos, we charge our hourly rate.

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.

Our Standard Web Site Packages include an average of 1-3 photos or graphics per page. Beyond that we may charge an additional fee for placing photos.

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

