

# Client Recommendations and Responsibilities

In order for Anttix to complete your project in a time line we have provided these recommendations and responsibilities. Because of the focused attention we give to our clients it is critical that the project progress within the time frame given.

## **We recommendations that our clients:**

- Use email: Email is an effective method for communicating with us, particularly because it gives us both parties a written record. Please use email, instead of regular mail or fax, whenever possible.

## **You are responsible for:**

- Clearly defining and describing your goals. Let us know what you want from your website.
- Deciding what content you want on the website. Decide what content you want to present on your website. Don't be concerned with the layout at this point, we will provide guidance on designing the how and where – the formating and layout.
- Developing a website outline. We will work with you to create a website outline. Make a list of the major divisions of your website. Begin with a home page and organize the pages in a logical outline format. Each page of your website should have a clear purpose, therefore you need a page for each message you want to communicate.
- Providing content in an organized and timely manner. Once content has been submitted it will be checked for voice, grammar, and punctuation. If you don't have time to complete the content in a timely manner then we have an editor that can provide assistance (additional fee billed hourly). Graphics should be clearly identified and submitted with a description of where it should be placed.
- Providing clear, helpful feedback on design drafts.
- Meeting your end of the time line. Be aware that the project time line is limited. We will make every effort to complete your project in a timely manner and with the utmost excellence.

I understand that if the project is extended 60 days beyond the project start date, payment is due in full. If an extension is needed it must be requested in writing and approved by an Anttix representative.

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Client Signature

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Date