

Template Design and Skinning Guidelines

This document is meant to help you to understand how the design and skinning process of our packages work and will answer commonly asked questions.

Preparation

Step 1. Choose the package suitable for you

Step 2. Please provide us with the following:

- a. At least 3 URL's of web sites you like or even dislike
- b. Any ideas, sketches, guidelines, color schemes you may have in mind
- c. Your logo and if required further images you wish to have incorporated
- d. Any further information you think we may need

Design Phase

Step 3. We will provide you with a initial design draft based on the information provided by you. *[timeframe 6-8 business days]*

Step 4. From here you have two options

1. You like the overall look of the design (even though additional changes may be necessary) > *Go to step 5*
2. You do not like the initial design at all > *We will provide you with a second unique design draft*

Step 5. You will provide us with ALL required changes in form of an email or word document. At this stage of the design process there are no limitations to how many changes you can request in this review, so please make sure you thoroughly think about what you need to have changed. If possible incorporate screen shoots and provide detailed information to avoid time delays.

Step 6. We will provide you with the final draft and hope it will meet your expectation so we can hand the project over to our programmers. However at this stage we still allow for one further step of minor changes* (if necessary). *[timeframe 4-6 business days]*

Step 7. The design is finalised and the proof is submitted to you for sign off. Please note there are no further changes allowed at this step of the design process. All additional changes will be charge separately at our current hourly base rate for design.

Slicing, Programming and Implementation

Step 8. We will now hand over the design to our programming team which will slice the graphics and will implement the design in to the cart template *[timeframe 6-8 business days]*

Step 10. We will implement the finished template in one of our development carts where you can test it and give your final approval.

Step 11. If you satisfied we would require final payment and will implement the template in to your shopping cart as soon as payment is received. We will require the following information for the template implementation:

1) FTP server, username, password**, and cart directory

2) Interspire admin log in and password**

* *Minor changes are changes which do not substantially alter the design and layout and do not affect other parts of the design.*

* *Please make sure you change all passwords after we successfully implemented and finalise the job*

General Information

- Please note that the design process will commence as soon as we have ALL required information, logos and graphics and we received the 50% downpayment. The estimate timeframe is calculated from the day we received all required documents.
- If your package includes a flash banner please note that this is a rotating static banner with up to 3 rotations but NOT a custom animation.
- The actual time of the development will also depend on your response time to our questions and drafts.
- None of the packages include customisation or implementation of new features this would need to be quoted separately.
- Non of the packages include fixing shopping cart bugs or making changes to the code besides what is required to implement the new design.