

# REQUIREMENTS

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In this section we are informing you of AWEBBCO's requirements in order to proceed with the design of your Website.

**AWEBBCO cannot begin work on the concept design until we receive the following information from you in the proper format. We do this so we can provide you the best possible concept in the most efficient way. Please telephone or e-mail your Project Manger should you have any questions.**

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## Files Needed for AWEBBCO to Begin Design Phase

1. Agreement Signed & Deposit
2. Vector or high-resolution company logo.
4. Any other logos required (partners, affiliations, certifications, icons, etc.).
5. Company brand guidelines and tagline (if any). If not, preferred company colors (RGB/CMYK).
6. Any images client would like to use (bios, products, locations, etc.).
7. All copy/text for homepage.

After items above received, AWEBBCO will begin homepage design concept. After client sends copy/text for remaining pages on site map (including all PDF attachments for website (white papers, case studies, press releases, etc.), AWEBBCO will begin designing the sub-page design concept.

## Text Requirements:

- Client should spell check, grammar check and proof the text, as AWEBBCO will cut and paste your exact text into our Website design.
- All text should be submitted electronically as a Microsoft Word or Notepad Document or via Awebbco.com.
- Text for each page (i.e., Contact Us page, About Us page) of your Website should be its own separate Microsoft Word or Notepad Document and labeled according to the flow-chart / sitemap (i.e., About Us.doc, Services.doc, Contact Us.doc).
- Please refrain from using ALL CAPS in your website copy.
- If you'd like to highlight a note in your copy/text for AWEBBCO, please do so in a **different colored font** or **highlighted** font, so we can easily see it.

***AWEBBCO is not responsible for any liability of copyright infringement of text supplied by the client.***

## Image Requirements

- Format – JPG, GIF, PNG, TIF, PSD, EPS, AI (please do not send images in a Microsoft Word document unless it is for placement instruction only).
- All images should be sent electronically.
- If you do not have the resources to supply the images, AWEBBCO can supply you with royalty-free stock images, or you can visit the following website and select the images:
  - o <http://www.adobestock.com>
  - o Please include the image reference number for each photo
- All images that must be scanned will be charged a standard hourly fee.
- If you require specific photography to be shot, AWEBBCO can provide a professional photographer at a standard hourly fee or block session fee (minimum 2 hours)

***AWEBBCO is not responsible for any liability of copyright infringement of photography supplied by the client.***

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## Sending AWEBBCO LARGE Files

If the files you are sending are over 5 MB, we would prefer you Zip the files / images into one Zip file and upload the Zip file to google drive. Then please share that file to our google account:

**Our Account:** [awebbc@gmail.com](mailto:awebbc@gmail.com)

If you do not have a google account, please create one specifically for your business. Unless you are the business owner, do not use a personal account.

Or you may burn them to a CD or DVD or USB Drive and mail them to us at:  
21 N. Vermilion St. Suite B. Danville, IL 61832.