



MACRODOMARKETING&DESIGN
IMAGE IS ONE THING, HAVING IT SEEN IS EVERYTHING ELSE.

Macrodo

Sales: 1-800- 494-1360 | Fax: 1-877-856-0929

Email: Info@Macrodo.com

Please fax or email this agreement

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 construction crew. You supply the raw materials and we assemble them into an eye pleasing, easy-to-read web site.

In our Web Site Packages we include everything the average business needs for an online presence. But be sure to see the limits of what is included in the plans; 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.
Word format is hugely accepted and most text editors can save as .doc or Rich Text.
- **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. Most word processors allow you to count the approximate number of words. 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 quality 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** as it tends to make the pages look amateurish. Photos, or custom graphics, are probably best.
- You may send graphics to us **preferably in digitized form** or hard copy photos which we will have to scan. (additional charges may apply depending on the amount of scanning required)
- If you would like to prepare captions for each photo. You may affix a Post-It Note to the photo to indicate its caption, and which web page it goes on, or include this information on a text file with the digital photos you submit.
- If you need us to prepare specialized graphic elements in addition to those included with our custom website packages, please explain clearly, and perhaps include a sketch.
We charge for such items on an hourly basis.

- You may select stock photos for your pages from PhotoDisc or Corel, and give us the photograph number. We will purchase and download the appropriate photo, place it on the Web page indicated, and bill you for the photo cost. If you want us to find and select photos, we charge our hourly rate.
- Our Standard Web Site Packages include an average of 1-3 photos or graphics per page. Beyond that we charge an additional fee for placing photos.

Please include this Website Content Worksheet with the materials you send to Macrodo Marketing & Design. We hope this worksheet helps to ease the sending of content to us to build your new website. Feel free to use your own form if that is more convenient.

Content Description / Page Name	File Name for Text	Approx # of words	Photos or Graphics If none state "None"
Home	.Home.doc	250	.Front_Store.jpg
About the Company	.About_Us.doc	500	.None
Mission	.etc	250	.etc
Services/Products	.	1000	.
FAQ	.	800	.
Newsletter	.	150	.
Another page	.	etc	.
Another page	.	.	.
And another page	.	.	.
And so on...	.	.	.
	.	.	.
Contact	Public Contact Information	-----	.
ETC.	If you need more room just right click and add a row to this table if you are in word.		