

# 3 Things Your Website Needs

To have a functioning website, you need three things.

## 1 Design

You need HTML files that contain the text and images in your website. You get this by ordering website design from Brazzell Marketing Agency.

## 2 Domain

A domain name is the unique address for your website such as [www.BrazzellMarketing.com](http://www.BrazzellMarketing.com). You essentially rent domain names for a small fee, but you can rent them from anyone you choose. To get the full service treatment, order domain and hosting through BMA.

## 3 Hosting

This is space on a computer that is visible on the internet. You rent this space from a hosting provider. To be able to edit the text of your custom designed website, order hosting from BMA.

### Let Brazzell Marketing Agency handle everything.

Use the following pages to order what you need. Only fill out the pages relevant to what you want at this time. Then fax this form back to (276) 236-5070. Put your contact information below.

Contact Person / People: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Emails: \_\_\_\_\_

#### Following Pages:

(1) Full Service Website Design (2) Text Free Website Design  
(3) Domain Name (4) Hosting (5) Payment



# WEBSITE ORDER FORM

## Full Services Website Design

### BMA Agrees to:

- Write and design a website consisting of up to five pages – content filling approximately 955 x 600 pixels (one standard screen shot)
- To provide an original design and writing plus up to two revisions for initial approval. Additional revisions available for an additional fee of \$10.50 per quarter hour.
- Optimize the website for search engine effectiveness
- Ensure the website is indexed by the major search engines Google, Yahoo, & MSN/Live/Bing
- Set up no-fee visitor tracking service
- Make available additional page design and inclusion for \$89 per page (Price applies when additional pages are requested at the time of initial order.)
- Upload the website or otherwise make the design files available to the customer. If not using BMA hosting, we will upload the website to the hosting account you specify via FTP access. Any other access type may result in additional fees. If customer is not ready to provide a working FTP access, we will email files that customer can upload to a hosting account at a later time.

### Unless noted otherwise, this agreement does not include the following:

- Animated graphics such as animated gifs, Fireworks, or Flash (exception: this agreement does include the development of rollover links)
- Hosting and Domain Name (Order this on one of the following pages.)
- Technical support for domains and hosting purchased from other providers is not included in design fees but is available for an additional fee.

### Approval and Revisions:

- After design work has begun, significant changes to original specifications (e.g. changing the logo to a completely different logo after the work has begun or changing the focus of the website from one type of business to another type of business) may result in additional fees.
- Upon approval or taking the site live, we will announce the site to search engines.
- After a site is considered approved, additional work on the site is available at an additional charge.
- Revision requests must be received within 90 days of the date when BMA provides the initial proof. After 90 days, the site is considered approved, and additional work is available at the normal fee.

Base Price: \_\_\_\_\_ \$492

Additional Page Price (\$89 x # of pages): \_\_\_\_\_

(You may also order additional pages verbally during the initial consultation or before design work begins. The \$89 price applies to all additional page orders made before design work begins.)

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



# WEBSITE ORDER FORM

## Text Free Custom Website Design (We provide the design. You provide the text)

### BMA Agrees to:

- Design a website consisting of up to five pages – content or space for text filling approximately 955 x 600 pixels (one standard screen shot)
- To provide an original design plus up to two revisions for initial approval. Additional revisions available for an additional fee of \$10.50 per quarter hour.
- Optimize the website for search engine effectiveness
- Ensure the website is indexed by the major search engines Google, Yahoo, & MSN/Live/Bing
- Set up no-fee visitor tracking service
- Make available additional page design and inclusion for \$41 per page (Price applies when additional pages are requested at the time of initial order.)
- Upload the website or otherwise make the design files available to the customer. If not using BMA hosting, we will upload the website to the hosting account you specify via FTP access. Any other access type may result in additional fees. If customer is not ready to provide a working FTP access, we will email files that customer can upload to a hosting account at a later time.

### Unless noted otherwise, this agreement does not include the following:

- Writing and proofreading services. The website will contain no text other than text necessary for functions (such as buttons for navigation) and text that needs to be incorporated into images (such as logo and slogan in a header image). Customers using BMA hosting will be able to add text using their control panel. If customers provide text in a digital format before design, we will add the text provided as part of the design.
- Animated graphics such as animated gifs, Fireworks, or Flash (exception: this agreement does include the development of rollover links)
- Hosting and Domain Name (Order this on one of the following pages.)
- Technical support for domains and hosting purchased from other providers is not included in design fees but is available for an additional fee.

### Approval and Revisions:

- After design work has begun, significant changes to original specifications (e.g. changing the logo to a completely different logo after the work has begun or changing the focus of the website from one type of business to another type of business) may result in additional fees.
- Upon approval or taking the site live, we will announce the site to search engines.
- After a site is considered approved, additional work on the site is available at an additional charge.
- Revision requests must be received within 90 days of the date when BMA provides the initial proof. After 90 days, the site is considered approved, and additional work is available at the normal fee.

Base Price: \_\_\_\_\_ \$299

Additional Page Price (\$41 x # of pages): \_\_\_\_\_

(You may also order additional pages verbally before design work begins. The \$41 price applies to all additional page orders made before design work begins.)

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



# WEBSITE ORDER FORM

## Domain Name

List available domain names you would like us to purchase and set up with your account. When your hosting account is set up, you will be able to control your domain names through the control panel of your hosting account. You can check the availability of domain names on this page of our website: <http://brazzellmarketing.com/DomainChecker/index.php>

1. \_\_\_\_\_  
 One year plan: \$15  
 Two year plan: \$30  
 Three year plan: \$45
2. \_\_\_\_\_  
 One year plan: \$15  
 Two year plan: \$30  
 Three year plan: \$45
3. \_\_\_\_\_  
 One year plan: \$15  
 Two year plan: \$30  
 Three year plan: \$45
4. \_\_\_\_\_  
 One year plan: \$15  
 Two year plan: \$30  
 Three year plan: \$45

If you have already purchased your domain name elsewhere, you do not need to transfer it to us. On your domain name settings, change your name servers to:

NS1.BrazzellMarketing.com  
NS2.BrazzellMarketing.com  
(not case sensitive)

After this change takes effect, you will be able to use all the features of our hosting account with your current domain.

We are preparing a number of video tutorials to help you change the name server with your current domain registrar. Email for assistance, and let us know the name of your current registrar.

[Results@BrazzellMarketing.com](mailto:Results@BrazzellMarketing.com)

## RENEWAL OPTIONS:

- Automatically bill my credit card for renewals – Initials \_\_\_\_\_
- Mail me a paper bill (\$15 surcharge per bill. If hosting is renewing at the same time, only one surcharge will apply.)

Authorized Signature: \_\_\_\_\_  
(If using automatic renewal, this signature needs to be the signature of the card holder)

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



# WEBSITE ORDER FORM

## Premium Hosting

Specify the primary domain name to be associated with this hosting account, regardless of whether you are buying that domain from us.

\_\_\_\_\_

BMA will provide website hosting to include:

- Control Panel: 1
- Email Accounts: 10 (expandable upon request)
- Storage Memory: 833 MB
- Monthly Bandwidth Quota: 8,333 MB
- FTP Accounts: 5
- Email Lists: 5
- Databases: 5
- Sub Domains: 5 (expandable upon request)
- Site Builder Software: multiple included at no extra charge

### RENEWAL OPTIONS (choose one):

- Annual Credit Card: Charge me \$83.40 per year and automatically charge my credit card for renewals. (That's \$6.95 per month)
- Monthly Credit Card: Charge me \$7.55 per month and charge my credit card each month.
- Annual Paper Bill: Charge me \$83.40 now and mail an invoice annually (\$15 surcharge)

Authorized Signature: \_\_\_\_\_  
(If using automatic renewal, this signature needs to be the signature of the card holder)

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



# WEBSITE ORDER FORM

## Current Charges

Add up the total current charges that you authorized on the previous pages. Write the sum in the "Total Authorized Charge" line below. If paying by check, mail a check for this amount with the order form. If paying by credit card, complete the form and fax us this page, the first page, and all other pages where you have authorized charges.

Thank you for choosing Brazzell Marketing Agency.

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### **PAYMENT:**



Credit Card: Total Authorized Charge: \_\_\_\_\_

Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. \_\_\_\_ / \_\_\_\_

CV2 (three digit code from back of card): \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address for Card: \_\_\_\_\_  
\_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Fax credit card payments to: BMA at (276) 236-5070

### **Check:**

Make checks payable to: Brazzell Marketing Agency  
Mail check to: Brazzell Marketing Agency  
621 Nuckolls Curve Rd  
Galax, VA 24333

*If paying by check, please mail your completed order form with the check. Order forms received without payment will be disregarded.*