



Required for website development

- Full access to the hosting CPanel / Plesk or any other server control panel the hosting company uses*.
- Full administrative access for the FTP (Full Read / Write permissions)*.
- Full administrative access to the websites CMS (backend)*.
- Full administrative access to Databases*.
- User Names/Passwords for the website CMS, Database, Hosting Control Panel, FTP accounts, Specialized theme or plugin logins*.
- 30% down payment of the estimate provided to you before work is started.

**Any of the above material that is not provided may increase the time of completion or add additional billable hours to the provided estimate.*

Helpful material to reduce cost and hours of website development

- Detailed list of changes to be made and to what pages (including URL strings or how to find the page).
- Original image files used to build the website or images you would like included with the rebuild/build of the website.
- Any documents, sketches, drafts or other material you would like added to the website including company logos.
- A rough draft of the website layout. i.e. mobile responsive, side or top or both navigation, Side bars, subscription options, etc. Other additional features of a the website you would like added.
- Primary/Secondary colors you would like to be in the template, navigation and other layout aspects of the site.

Please contact me directly for any other questions or information you need from me.

Thank You,

Robert T. McGroarty

440-278-4252

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