



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, however with this simple worksheet and our help, we can make it as easy as possible for you without spending too much time. Think of us as your company's graphic designers. You supply the raw materials and we assemble them onto graphically pleasing, easy-to-read Web pages.

Be sure you review the detailed proposal we sent you to know what services you purchased and keep to those services with your content. Additional items not on your proposal will cost extra.

Text

- You must set up a **separate .doc in Word** for each Web page. Use this worksheet to indicate which file names correspond to which Web pages.
- **We prefer Microsoft Word.**
- 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.

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 tends to make the pages look amateurish. Photos are probably best.
- You may **send graphics to us in either digitized form or hard copy photos on a CD.**
- Prepare **captions** for each photo. You may **give a Note** to the photo to indicate its caption and which Web page it goes on.
- If you need us to prepare **specialized graphic elements** in addition to our custom site graphics package, please explain clearly, and perhaps include a sketch. We charge for such items on an hourly basis.
- Our Standard Web Site Packages **include an average of 2 photos** or graphics per page. Beyond that we charge an additional fee for placing photos.
- Please send all photos in .jpg or .gif formats

Please include this Web Page Content Worksheet with the materials you send to Christian-Internet.com. Feel free to use your own form if that is more convenient.

You will need to email your descriptions and content in Microsoft Word.

One for each description.

Examples of Content Description	Order of Pages 1-?	Photos or Graphics which page they will go on.
Examples: Home	.	
About the Ministry / Company	.	.
About our Pastor	.	.
Services / Products / Our beliefs	.	.
Ministries / Catalog/ Mission statement	.	.
Links	.	.
Contact us	.	.
Free pages: Prayer Request	.	.
Recommend Us	.	.
Online Bible	.	.
Salvation page	.	.
Contact Us	.	.

Thank you for filling these out, they will give us all we need to complete you website.

Please email the content for each page and title each page.