## Items needed to start building your website

- Navigation Menus list: For example Home, About Me, Contact Me, Blog, Services, Packages etc. A list of navigation menus you want to see on your site and the contents. Contents of each menu: Send me a word document or e-mail if you prefer with contents to go into each page. Contents may consist of proof read texts, high resolution images (otherwise we have to use stock photos). These menus are the individual pages of your website. Send the contents as a word document. Label each section (menu) and its content accordingly for clarity.
- Social media address for each account; example <u>www.facebook.com/uzodesign</u> Twitter, LinkedIn etc. It is advised to have a separate social media account for your business than for your private one.
- List of features you want to see on the site. Examples of such features may include chat, rating & reviews, donation, counter etc.
- If you need hi-resolution stock photography a photographer could be hired for you. However, you would have to pay his/her fees. The other option is to create an account on <a href="https://www.bigstockphoto.com">www.bigstockphoto.com</a> they offer a free 7 day trial.
- Contract to sign (will be sent to you later)
- Deposit to start project: It is usually about half of total cost. (Acceptable payment methods are credit cards, PayPal (be sure to create an account if you don't have one), money order and check.