



### **Stage 1: Web Design Brief**

Web Design and/or Development Brief is either supplied by client/design agency or compiled from discussions and/or meetings between all parties. Any questions are clarified on both sides. ChilliApple Terms & Conditions of Business are supplied to client/design agency.

### **Stage 2: Estimate**

ChilliApple will then produce an Estimate of the cost and timeline involved. This information will be as accurate as possible, but may change once a detailed Functionality Document is produced (see Terms & Conditions of Business for details).

### **Stage 3: Web Design & Functionality Document**

To accept the Estimate, ChilliApple will require a signed copy of the Terms & Conditions of Business plus 30% of the Estimated project cost in cleared funds to proceed. ChilliApple will then produce Visual Designs and a detailed Functionality Document, including site map, along with a Quotation to reconfirm the cost.

### **Stage 4: Web Development**

Functionality Document and Quote are signed and returned to ChilliApple along with cleared funds for 30% of the total project price as per the Quotation. ChilliApple will then proceed to develop the web site from approved Visual Designs and in line with Functionality Document.

Timelines in the Functionality Document will specify when client/design agency approval will be required. ChilliApple will not progress to the next level of Development without necessary approval.

### **Stage 5: Testing**

Upon completion of Development, ChilliApple will deliver a “beta” (test) version of the web site located on our server for client/design agency to test and approve.

### **Stage 6: Final Payment & Site Transfer**

Once cleared funds have been received for the balance of the cost of the project, the site will be transferred to the specified server and made live.

This document is designed to outline best practice. For full details, please refer to our Terms & Conditions of Business which are available from [info@chilliapple.co.uk](mailto:info@chilliapple.co.uk)