

# BESPOKE WEBSITE

PROJECT SIGN OFF DOCUMENT

**BRIEF DATE**

**MEMBER**

**\_\_\_\_\_ INSURANCE BROKERS HAVE SELECTED TO USE BROKER NETWORK'S BESPOKE WEBSITE SOLUTION.**

This document contains a website scope which reiterates key points discussed during the editorial brief and website brief, suggested site map and the terms and conditions of the project. Please read this document carefully, adding anything you feel is missing or correcting anything you feel is incorrect.

Once you are satisfied with the contents of the document, simply return a signed copy to your Project Manager and work on your website will be booked into the production schedule. You will be kept updated of progress throughout the process.

Your go live date will be dependent on your timely approval and feedback during the process, as well as the number and nature of the amends required once the first draft of the website has been sent for your approval.

**POINTS OF CONTACT:**

**BROKER CONTACT:**

**PROJECT MANAGER:**

**KEY FEATURES OF CONTENT:**

**OUR COMMENTS:**

**YOUR COMMENTS:**

**IMAGES:**

**OUR COMMENTS:**

**YOUR COMMENTS:**

## PROCESS:

Before we begin, there are certain key pieces of information that we require from \_\_\_\_\_. These are essential to ensure no delays further on in the process.

## EMAILS:

Relevant email to use for all enquiries for contact forms on the website (these can be customised for different enquiries to go to different departments).

**CONTACT FORM EMAIL:**

**COMMENTS:**

**HOSTING:**

**COMMENTS:**

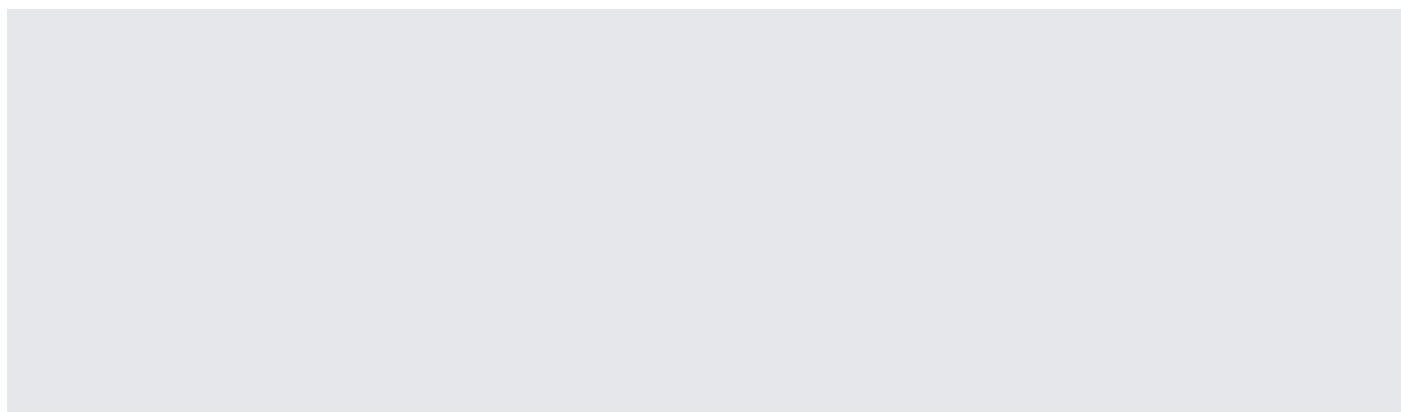
## WEBSITE DESIGN AND DEVELOPMENT PROCESS:

STAGE	DETAILS	DATE
Homepage	Three homepage designs will be presented to you	
Homepage choice and Editorial Brief	Choose your homepage and edits can be suggested for the design. At the same time as approval, an editorial briefing will be taken.	
Final Homepage	The designer will create the final homepage design and you finalise the: <ul style="list-style-type: none"> <li>• Colour scheme</li> <li>• Fonts</li> <li>• Look and feel</li> </ul>	

STAGE	DETAILS	DATE
Inner Pages	<p>The designer will create the inner pages for the website. You will finalise the:</p> <ul style="list-style-type: none"> <li>• Overall images</li> <li>• Overall look and feel</li> </ul> <div data-bbox="501 607 1230 779" style="background-color: #004a6b; color: white; padding: 10px; text-align: center;"> <p><b>From this point onwards, all design elements cannot be changed. These constitute major changes to the site, and will be very time consuming to change further down the line.</b></p> </div>	
Development	<p>The website will now move into development. Development time will depend upon the complexity of the website, amount of content and images. The first draft will require approval of:</p> <ul style="list-style-type: none"> <li>• The functionality of the pages - how they animate, move, and function</li> <li>• The content and images</li> <li>• That the contact pages send the forms to the right email address</li> </ul>	
Compliance	<p>The site will be sent to compliance for approval, which can take up to two weeks.</p>	
Website Live	<p>The website will be approved by you and it will be made live on the chosen URL.</p>	

**SITE MAP**

**COMMENTS**



## TERMS AND CONDITIONS

- 1. PROJECT TIMESCALES** - Once you have returned a signed copy of the Project Sign Off Document to your Marketing Executive, work on your Website will be booked into the production schedule. This lead time is based on timely feedback with one round of amends from yourself. It does not take into account any delays from external providers, or additional amends.
- 2. AMENDS PROCESS** - Time is allocated for amends, however if amends are extensive this will affect the live date. Once your website has been put live any further changes or amends requested by the broker will need to be rescheduled into the next available time slot.
- 3. DOMAIN NAMES** - A domain name of your choice can be purchased subject to availability, or alternatively an existing name can be transferred as part of our hosting package. This should be your company name or trading style registered with the FCA. Broker Network accepts no responsibility for a delay in transfer of a domain name held by another provider.
- 4. HOSTING** - Hosting for websites is charged from £95 plus VAT per year.
- 5. GOING LIVE** - If you have an existing website which is hosted elsewhere, you will need to contact your IT company and ask them to change the DNS settings. These changes will need to be made on the day the new website goes live by 3pm at the latest.
- This is to enable us to identify and fix any problems with the website launch on the same day, or request the IT company change the DNS setting back in the unlikely event of a more complicated problem.
- 6. CONTENT MANAGEMENT SYSTEM (CMS)** - Your website will be provided with a CMS, which you can use to add and edit pages on your website. You will be provided with training on how to use the system.
- 7. SITE OWNERSHIP** - Once live, the website and its content becomes the property of your company. Should you resign from the network your website will remain your property.
- 8. DESIGN LIMITATIONS** - Your website will be designed and developed in line with the specifications laid out in the website brief, editorial brief, and summarised in this document.
- Once the designs have been signed off, no further amends to the designs can be made. Once the site has been developed, major design changes are not possible in the projected timeframe.
- If major design changes are deemed absolutely necessary by the broker, and project manager, then the site will need to be booked back into design at an appropriate point, which may be up to four months from the time further design amends are agreed upon.
- This is due to the long-term nature of our production schedule, that requires advance booking of the website process.

APPROVED BY

\_\_\_\_\_  
TYPE YOUR NAME HERE



\_\_\_\_\_  
DATE HERE

By signing this form, you are accepting the Terms & Conditions set out above.

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