



Getting Started

How do I register a domain name and then set up hosting?

The first step to take when thinking about building a new website for your business is to register a domain name and then set up hosting.

We recommend Yahoo for your registration and hosting needs. Go to www.yahoo.com to review Yahoo Small Business hosting plans. Follow the easy step-by-step process. If you have any questions, please do not hesitate to contact the friendly representatives at Yahoo customer service or a DFX representative.

Most business's fit perfectly under the Starter or Standard Plans, while some larger multimedia or ecommerce websites fit better under the Professional plan. Review the comparison chart and decide which will be best for you.

After registration and hosting setup, what do I do next?

Starter or Standard Account:

Textual Context: The most important part of your website is the textual content. What you write should add value and make the visitor want to return. Review your web page objectives and your target audience and make your message suit that audience. Don't forget to check your spelling and grammar. Divine FX does not edit, copy or proof.

Things to think about and organize to give to the website designer in electronic form:

- colors you would like to use, DFX can help with the color scheme
- existing logo or a new logo with collateral marketing materials and media to be consistent with the new Web site? If so, these design services will be quoted in addition to and not as part of the Web site proposal.

- pictures or movies include but not limited to, photos of you, the building, and people doing work, pictures of the events or activities, before and after shots. (Pictures/Movies must be of good quality, DFX will scan up to 10 photos at no extra charge)
- what look and feel you would like for the Web site? You should show the designer examples of Web sites, magazines, publications, or artistic works you like. Do you have a specific genre, culture, or style in mind?
- are there any collateral marketing materials (brochures, publications, corporate identity programs, or posters), preproduction sketches, or media (CD-ROM's, video games, records, or tapes) that the Web site should be consistent with?

Merchants Solutions Account:

For an online **Store** get the Merchants Solutions Starter Package. To set up your Yahoo Store to process online orders with an online merchant use Paymentech (Yahoo affiliate) or your own credit card processor.

You will need all the above information (if applicable) and for each item in the store you will need (if applicable):

- name of each item
- a photo of each item
- sizes available
- description
- colors available
- prices
- decide how items will be shipped and pricing (ground, air or both)
- format of the item
- item number or SKU number, this can be automatically generated for you

Policy:

As the website designer, DFX will need your user name and password to upload/enter the website on the internet. These items will only be used to handle website functions. We will not distribute your username, password or email address to any third party organizations.

If you have any further questions, please feel free to contact Diadra Swinson, DFX Webmaster and Multimedia Specialist, at 706-570-9237.

We look forward to serving you.

Rights. Other than for the promotional use of the Designer, all services provided by the Designer shall be for the exclusive use of the Clients said purposes ONLY. Designs may not be used for other promotional items, website or printed materials without permission. Upon payment of all fees and expenses, reproduction rights for all approved final designs created by the Designer for this project shall be outlined in the original estimate. For further usage, price will be based on a case by case basis.

Ownership. All drawings, artwork, specifications, and other visual presentation materials remain the property of the Designer to show in printed or online portfolios for the length of the lifetime of the artist. All preliminary concepts and visual presentations produced by the Designer remain the property of the Designer and may not be used by the Client without the written permission of the Designer. Final artwork and concepts may not be given to other artists to alter, reproduce or post online in any way without express permission of Divine FX Design.

The Designer shall retain all artwork, drawings, and specifications, for which reproduction rights have been granted for a specified period from the date of the signing the Design Agreement. Upon expiration of this period, usually lifetime of client, all such materials may be destroyed unless the Client has requested, in writing, that they be retained and agrees to pay reasonable storage charges. The Client shall have reasonable access to all such materials for the purpose of review. The specified time for the Designer to retain such materials shall be two years.

Credit. The Designer shall have the right to include a credit line with live link to Divine FX Design website on any website developed by Divine FX Design at the very bottom of each page or in any publication of the design by the Client. The Client shall not, without written approval, use the Designer's name for promotional or any other purposes with respect to these designs.

Liability of Designer. The Designer shall take reasonable precautions to safeguard original or other materials provided by the Client. The Designer shall, however, not be liable for any damage to, or loss of any material provided by the Client, including artwork, photographs, or manuscripts, other than or on account of willful neglect or gross negligence of the Designer. Although Divine FX may recommend that the client utilize the services of various trades people, Divine FX shall have no liability for payment to these trades people, nor shall Divine FX have liability as a result of any services or product or materials by said trades people

Payment of Fees. Fees are due and payable on the following schedule: 50% deposit, 50% upon completion. Payment in full is due before final website is uploaded, files are provided or printed materials are shipped out.

Termination. Either party may terminate the Design Agreement upon giving written notice to the other. Upon termination the Designer may retain any initial payment and the Client shall pay the Designer for all hours expended on the Project, up to the date of termination, at the Designer's standard rates together with all other amounts due hereunder.

Refunds. Once a project has been designed in full according to the agreed upon project, no refunds are given after design has been approved. If more than the agreed upon number of layouts is provided along with revisions no deposit is refunded. If print color is poor, your order will be reprinted for you at no cost. Refunds for shipping and printing are not given.

Maintenance. After completion of a website project, maintenance is billed at an hourly rate of \$75 and billed at the first of each month. Small text or link changes are provided free for the first 3 months. Links - If showing your website or materials in our online portfolio, we will provide a link to your site or email if you like.