

1.0 Gathering Information (Initial Meeting, client survey)	_____ hrs x _____ = _____
2.0 Plan development	_____ hrs x _____ = _____
2.1 Copy review & creation	_____ hrs x _____ = _____
2.2 Graphics review & creation	_____ hrs x _____ = _____
2.3 Analyze client survey and marketing material	_____ hrs x _____ = _____
2.4 Reviewing other sites	_____ hrs x _____ = _____
2.5 Demographic research	_____ hrs x _____ = _____
3.0 Coordination of copy & graphics	_____ hrs x _____ = _____
4.0 Initial site sketches	_____ hrs x _____ = _____
4.1 Deciding on backgrounds, photos, link colours, font/size	_____ hrs x _____ = _____
4.2 Interface design, designing navigational buttons	_____ hrs x _____ = _____
5.0 Creation of graphical elements	_____ hrs x _____ = _____
5.1 Rework any existing graphics	_____ hrs x _____ = _____
5.2 Revisions	_____ hrs x _____ = _____
6.0 HTML	_____ hrs x _____ = _____
6.1 JavaScript	_____ hrs x _____ = _____
6.2 Drupal	_____ hrs x _____ = _____
6.3 CSS	_____ hrs x _____ = _____
6.4 PHP	_____ hrs x _____ = _____
6.5 Other (ASP, NET, SQL, XML, WordPress, etc)	_____ hrs x _____ = _____
7.0 Database structure development	_____ hrs x _____ = _____
8.0 Confirm all links (301 re-directs from old site URLs to new)	_____ hrs x _____ = _____
8.1 Connect to database	_____ hrs x _____ = _____
8.2 Ensure graphics load properly	_____ hrs x _____ = _____
9.0 Set up directories	_____ hrs x _____ = _____
9.1 Upload to server	_____ hrs x _____ = _____
9.2 Website testing	_____ hrs x _____ = _____
10.0 Writing press release	_____ hrs x _____ = _____
10.1 Writing web release	_____ hrs x _____ = _____
10.2 Distribute new URL	_____ hrs x _____ = _____
10.3 Set up email mailing list	_____ hrs x _____ = _____

_____ Total hrs x _____ = _____

Sub Total \$ _____ x 30% (0%-30% Markup) = \$ _____

Base Cost \$ _____

Profit Margin \$ _____

Total \$ _____ + Tax (GST/PST)

Total Project Cost \$ _____