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provide details of your requirements and features that a hosting package will need to support.

area in addition to the specific features. Be aware of the need to protect to security.

9. Are you providing samples of the material that you will provide?

Consider the form that such material will take. Will you opt for a static, non-interactive format or will you always wise to give the client a sample web-page) at this early stage of setting out what the client requires.

you provide them as web-pages or as PDF? Be aware that it is not always wise to give the client a sample web-page) at this early stage of setting out what the client requires. Be aware of the need to protect to security.

Costs

10. Have you provided a cost estimate for the project?

Providing accurate cost information at this stage how you will break down the payment required for each phase of the project? This is important for the client to compare your proposal with others to ensure they can budget effectively for the project.

It is essential for the client to be able to compare your proposal with others to ensure they can budget effectively for the project. Consider at this stage how you will break down the payment required for each phase of the project. It is essential for the client to be able to compare your proposal with others to ensure they can budget effectively for the project.

Timing and Post-Completion

11. Have you provided a time estimate for the project?

Timing will be very important for the client to plan their business activities such as budgeting and their new website. The more accurate your estimate, the more confidence your prospective client will have in your proposal.

It is essential for the client to be able to compare your proposal with others to ensure they can budget effectively for the project. Consider at this stage how you will break down the payment required for each phase of the project. It is essential for the client to be able to compare your proposal with others to ensure they can budget effectively for the project.

12. Will you be providing maintenance services after completion of the website?

If so, it is a good idea to detail the services and the charges therefore in your proposal. It will be important for the client to be able to compare post-completion maintenance services with others to ensure they can budget effectively for the project.

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Terms and Conditions

13. Have you included a copy of your design terms and conditions with your proposal?

It is always recommended for a business to give the client a copy of their standard terms and conditions of business relationship that they are potentially entering into. This is a necessary contractual issue to be worked out in advance of the project.

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