



Web Project Procedure & Check Lists

Company:		Deposit Date:	
Project Coordinator:		Deposit Amount:	
Mobile:		Email:	
		Invoice#	

Web Products	CMS Website <input type="checkbox"/>	Booking 101 <input type="checkbox"/>	PaymentGateway <input type="checkbox"/>	EmailManager101 <input type="checkbox"/>	Setup & Training <input type="checkbox"/>
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- 1. Presentation from Ang Systems Sales Representative**
- 2. Quotation from Ang Systems Sales Representative**
- 3. Purchase Order from Client**
- 4. Invoice from Ang Systems Account Department**
- 5. 50% of Total Invoice as as Non Refundable Initial Deposit from Client**
- 6. Collect Client Website Information (1-3 Days)**
 - a. *CMS Website*
 - i. *Company Logo*
 - ii. *Color Scheme*
 - iii. *Any Special Request? In Design*
 - iv. *Content and Main Navigation Tab (Not More than 7)*
 - v. *Company or Product Brochure*
 - vi. *Business Card*
 - vii. *Photos*
 - viii. *Contents*
 - b. *Booking Engine*
 - i. *Setup Hotel Booking 101*
 - c. *Payment Gateway*
 - i. *Collect Company Document and Coordinate with Payment Gateway*
- 7. Coordinate with Webmaster (4-5 Days)**
- 8. Present Client Website**
 - a. *Webmaster initial Website design and get Official Confirmation*
- 9. Setup, Implementation and Training (1 Day)**
 - a. *CMS Website*
 - i. *Go thru all the plug-in modules*
 - ii. *Online Content Editor*
 - iii. *Sign Up Google Analytics*
 - iv. *Go thru the Online Tutorial*
 - b. *Booking Engine*
 - i. *Go thru the Online Booking Engine with Client*
 - c. *Payment Gate*
 - i. *Go thru the Payment Gateway with Client*
 - d. *Email Manager 101*
 - i. *Go thru the Email Manager with Client*
- 10. Collect Full Payment**
- 11. Official Receipt to Client**
- 12. Follow-up**
 - a. *Email Client Website Anniversary Date*
 - b. *Email Client Question and Enquiry?*