



## *The Process*

- Meet or call UF to discuss scope of possible project
- Receive proposal from UF
- Review proposal and forward any changes to UF
- Receive two copies of contract from UF
- Sign both copies and return to UF
- Receive one copy signed by both parties for your records
- UF calendars your project. This may take up to 2 weeks, not including holidays
- UF presents your design for review and feedback
- Client accepts design
- UF builds your site
- Provide feedback during building by logging onto Client-Only section of UF website
- UF finishes site
- 10 day period for client testing