# What do we expect from you in the Website Design process?
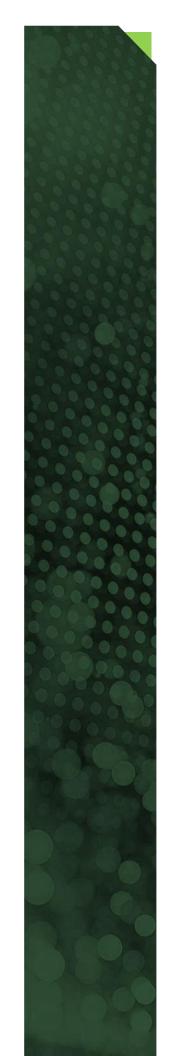
- Your logo, as well as any branding standards and colour schemes you may have.
- Photos or pictures you want to use (or stock photos we can find)
- You want to employ graphics.
- Examples of additional branded products you already own: Brochures, business cards, letterhead, etc. so that we can get a sense of any design aesthetic that is crucial to your brand.
- Any colours you prefer or not.
- A list of the websites you prefer or not.
- Text and media content for all web pages such as Home, About, Product/services, Contact, Etc.
- We need your hosting account's username, password, and FTP address to access your current website.

*(In case you need us to register your domain name and/or set up hosting for a new website, please let us know; we can handle that.)*

## File Format

- **Media content – Graphics/Images/Video**
Any logos, images, photos, or graphics can be sent in PDF, Photoshop, Illustrator, eps, tiff, jpg, or png format.

Please send us images of the best possible quality. Even though any graphics or photos will be reduced in quality for the web, if you have high-resolution files,

please send them to us so we can get the best possible outcome.

If you are unsure, kindly get in touch with us.

- **Text documents**
  The text for your website can be sent to us directly by email, in a Word document, or in raw text format.

  If you are unsure, kindly get in touch with us.

  If the files aren't too big or many, you can either email us the files directly or supply them in a USB drive or upload them to a service like Dropbox or Google Drive, and then provide us the link.

Note: we only accept files under 10MB by email. Any files larger than 10MB can be supplied by USB drive or Dropbox/Google Drive/ WeTransfer link.

You may also send us a hard copy scanned version of your business card, brochure, letterhead, and photos.

Please get in touch with us by email (info@coolwebsites.nz) or phone (+64 3 218 3350) for additional details.