

# Accelerated Templated Website

## Do-It-With-Me Solution

Work with our talented professionals to create an affordable, fast-delivered, templated 10-page Duda website for your business.

### What to Expect Next:



#### Fulfillment Form

##### Client Requirements

To ensure a smooth and efficient process, please fill out the fulfillment form with as much detail as possible. This will help streamline the entire experience. You can prepare for this step by having these details confirmed:

- Chosen Template
- Font(s)
- Logo
- Email address for contact forms
- Color Scheme
- Preferred Images (Optional)
- Business Information (to be displayed on site)

**Timeline:** We'll review the order and start the process within 2 business days.

**Please note:** if information is missing from the form, this will delay the overall process and delivery of the finished site.



#### Onboard Call

##### Client Requirements

After receiving your confirmation email, please schedule an onboard call using the provided booking link. In some cases, a call may be pre booked on your behalf based on team availability. This call, which includes time with a website developer, is strongly recommended to ensure a clear understanding of the project for both you and our teams.

**Timeline:** This call can be booked with our team in as little as 1 business day, depending on availability.



#### Website Build

##### Client Requirements

**Our team cannot start building the website without the information above.** If these details have been received by our team, there are no other requirements in this step.

**Timeline:** We will deliver your 10-page website within 5 business days from the completion of your onboard call.

**Please note:** Additional add-ons, like additional pages or eCommerce will require additional time. An updated timeline will be provided after the onboarding process is complete.



#### Revisions

##### Client Requirements

Before we set the website live, it's important that you review the entire website to ensure every detail is accurate and meets your needs. It's best to send **1-2** round of major revisions (like changing sections or removing pages) to help streamline the process. We can continue to tweak small revisions after the site is complete or live to ensure you are fully satisfied.

**How it Works:** We will provide you with a preview link to the site along with user access in order to add Site Comments with any notes or revisions that you'd like to see.

**Timeline:** Once revisions are received, we will make the requested adjustments within 5 business days for you to review again.

**Optional:** You can book a call with a developer to discuss your submitted revisions before we proceed with the work. Revisions will then follow the above delivery timelines based on the received revisions.

Then, once you've had a chance to approve the major changes, we will set the site live within 1 business day (exceptions apply). If you'd like access to edit your site at this time, please let us know and we will update your permissions.

# Documentation for Your Business

## Service Details

Is a Standard or Plus Accelerated templated Website right for you? See what is included below and decided which fits best your needs!

### What is included?

#### Standard

- 10-Page Website Build
- Web Copy for all 10 pages
- ADA Pursuant (Compliant compliments of Audioeye)
- Hosting & Support (unlimited edits to fonts, colors, text, and images)
- Annual redesign of up to 10 pages
- Mix & Match two templates
- SEO Friendly best practices
- Blog uploads 4 times a month (blogs provided by you)
- A six-month commitment is required to activate this product.

#### Plus

- Everything included in Standard
- Set-up for up to 100 eCommerce products (Up-to 1000 products for additional fees)
- Up to 3 Custom Forms with 20 form fields (additional forms will incur additional fees)
- Creation of up to 10 Events & Bookings
- Stripe, PayPal, Apple Pay, Google Pay, and all major credit cards for payments
- Flat rate shipping or up to 100 shipping labels per month through EasyShip
- Choose Up-to 25 widgets from over 60 options such as Logo Sliders, Age Verification, Social Media feeds and more!

*See more information about Plus on pages 9 and 10*

# Documentation for Your Business

## Process Expectations

In order to build a website you will love, there are a few requirements that must be met in order to deliver this service efficiently. Please ensure you have read the following for best results.

### Getting Started

There are three components necessary to build a website: hosting, domain, and a template. To understand how each of these pieces relates to your website, let's consider an analogy. Let's consider a website as if it was a piece of real estate, like a house.

#### 1. Hosting your website

If your website is a house, then the hosting is like the land that sits under your property.

For every website we build, we host it directly with Duda. This allows us to manage everything from a single platform - and with a single cost!

#### 2. Choosing a domain

Using that same analogy, a website domain is kind of the like the address of the house or website.

- **If you don't already have a domain:** There are multiple vendors from which you can purchase a domain, but we recommend GoDaddy domains as they are the global leader in domains.
- **If you do already have a domain:** Clients that already have a domain active can follow these simple steps to share the domain with us.
  - **Option 1:** For GoDaddy, please delegate access to [websites@yourdigitalagents.com](mailto:websites@yourdigitalagents.com).
    - For Google or Squarespace domains, please delegate access to [websitesanalytics@localmarketpage.com](mailto:websitesanalytics@localmarketpage.com).
  - **Option 2:** If option 1 is not possible, please ensure you share the following details with us during your onboarding call so that we can access your domain effectively.
    - Provide the URL link to the current domain/website
    - Provide the username and password to get into the domain.

#### 3. Choosing a template

The last piece of the puzzle is the website template. In our analogy, choosing a website template is like choosing a house blueprint from a developer's collection of showhomes. You are choosing the fixed structure with the opportunity to add final visual touches to make it your own.

You can choose [any two of our recommended templates](#) to mix and match sections as you desire. Remember to choose a website template based on the aesthetic you feel would best suit your business. Just because a template was initially built for a spa doesn't mean it can't work for your cleaning company.

# Documentation for Your Business

## Process Expectations

**Here are a few other little odds and ends that you should probably know.**

### Service limitations

There are a small number of factors that prevent us from producing a great website for you. With your help, we can avoid these circumstances and deliver an end-result that you're proud of.

#### 1. Website customizations

There are limitations to the level of customization available in Duda. With this in mind, we've refined our service to what we know works—every time. [Our recommended templates](#) are primed to help you get online fast, gain the attention of their customers, and convert them into superfans.

If you require a more customized solution, please get in touch to see if our custom website solution may be better suited to your needs.

#### 2. Ongoing support

We want to make sure that you and your website are supported throughout the process. That's why we include ongoing support with your monthly subscription.

- **Annual free redesign** – Clients get **one redesign every 12 months**. The refresh is completed using a template and applies only to the 10 pages included in the original build. This does not include additional pages or a full template change beyond the defined scope.
- **Backend access** – Available after the site is live for DIY updates.

**Note** - Once cancelled, website support and hosting will be terminated at the end of your current billing cycle. Your website will then be taken offline and you will not be able to directly transfer to another hosting provider.

### Additional factors to consider

#### 1. Fluctuating timelines

We do our best to deliver your website as quickly as possible, but we also know that we require additional time when additional pages or functionalities are incorporated into the site build. Every add-on service may cause a delay in the timeline, but we'll confirm this on your onboarding call.

#### 2. Additional costs

When it comes to website builds, just like home builds, you can add as many additional stories or gadgets as you desire. However, just like building a new house, adding these details (in this case, additional pages and eCommerce) adds incremental costs to the final total. Please keep this in mind when requesting functionality and pages so that the final invoice doesn't surprise you.

#### 3. Migration process

If you want to migrate a website from Duda to ours, you must activate the **Accelerated Templated Website product**. Technical teams handle the site transfer from your Duda account to ours. We will publish the site and reconnect the custom domain to set the site live.

*Billing note: The setup fee will be refunded for migrations*

# Documentation for Your Business

## Process Expectations

**Now, it's time for the fun part—building your website! Here's what you can expect:**

### Onboarding call

The onboarding call is our opportunity to chat with you about your business to get a full understanding of what you have to offer and how we can convey that story to your customers. It also helps for you to understand the full process and avoid any surprises down the road. We'll review the chosen template(s) to gain a visual understanding of what you like, what you don't, and what we can adapt to ensure the site meets your expectations.

You can help prepare for this call by creating a document or Drive folder that contains your logo, chosen font, color palette, and images. **Please note:** It's crucial that you ensure this document or Drive is accessible to anyone with the *link* to ensure that each member of our team can access your file to deliver your website on time.

### Building your website

Next, you can sit back and relax as our professional website developers transform your chosen template into a website that perfectly represents your business online. We'll incorporate your preferred fonts, color palette, and images, as well as generate AI-written copy to fill each page of the website.

### Making revisions

This portion of the process may be the most important, because we want to make sure that you are thrilled with the website we build. To help us do this, we request that you help us complete **one or two** major rounds of revisions to your site, which includes both your change requests. This helps keep us on track to deliver your site in a timely manner.

We will provide you with a preview link to the site along with user access in order to add Site Comments with any notes or revisions that you'd like to see. When you're finished adding all of your pins, please send us an email to let us know that the team can get started.

**Note:** If you make additional change requests after the first round is received by our team, these edits will receive a secondary due date. If it's a small tweak, additional small changes can be made later or once the site is launched, as needed.

### Setting your website live

Congratulations! Your website is ready to be launched on the world wide web! Whenever possible, we want to launch a new website within 30 days to ensure you enjoy the website as soon as possible. If you would like edit access to your website at this time, please let us know and we can update your user permissions.

### Ongoing support

We get it—sometimes, things change! That's why we're happy to provide you with ongoing support for your website. This includes:

- Making updates to existing sections, in case you need to change images, text, colors, or contact form fields.
- Performing website health checks upon request.
- Fixing bugs and providing urgent support if your website goes offline for any reason.

# Frequently Asked Questions

## The Basics - Additional Details

### **Do you have any examples of websites that your team has done before?**

Of course! You can find [a variety of websites we've created in the past here.](#)

### **What additional charges will I incur monthly?**

Our monthly fee includes hosting and ongoing support. Additionally, we include **one** free redesign annually with your subscription.

### **Can you help create custom written content for my website?**

Every website will be populated with AI-generated copy to fill each page, but if you would like custom copy, we are happy to oblige. Ask about our product called Website Copy for all the details related to this service.

### **What if I need more functional customizations to be made on the website?**

The Accelerated Templated Website solution is best-suited for simpler websites that don't require much customization. However, if you'd like to discuss a tailored WordPress website option, we're happy to chat! Please reach out for assistance and determining the right solution for you.

### **I have a lot of blogs to add to my website. Can you help with that?**

As part of the website build, our team will gladly upload up to 4 blogs on your behalf. With your ongoing monthly support, we can also upload an additional 4 blogs per month.

### **I have a few videos to show off on my website. How can I make sure it doesn't slow down the site too much?**

We encourage you to upload your videos to YouTube first. From there, we can embed the videos onto the website, without impacting load speeds.

### **I have a few forms to add to my website. Is that something you can build?**

Absolutely! We can build a maximum of three website forms, with up to 20 fields each. Need something a bit more advanced? Check out our [Accelerated Templated Website Plus](#) offering for custom form creation!

# Frequently Asked Questions

## Website Functionality

### **I need an online store. Can you help with that too?**

We would be happy to help! Our Accelerated Templated Website Plus is ideal for building out online stores. Please reach out for all the details.

### **How do I get my annual redesign?**

Around the one-year anniversary of your order, simply let us know you'd like to schedule a call with our design team to discuss your vision for your site. After the call, our team will give you an updated timeline ( 7-10 business days) of when you can expect the new design to be completed.

### **Can my website feature multiple languages?**

Yes! We can enable multiple languages directly in the Duda editor which will provide an auto-translation using Google Translate. Please note that some elements cannot be automatically translated and will require manual translations to be provided to our team.

### **How can I get a social media feed on my website?**

We can add your Instagram feed into the site using the built-in Photo Gallery module! This will allow us to pull up to 100 images directly from your Instagram account. All other platforms, such as Facebook or X, would require our Accelerated Templated Website Plus add-on in order to integrate these feeds.

### **Can I collect payments or donations on my website?**

In order to collect payments on the site via a form, or to accept donations, we would require the Accelerated Templated Website Plus add-on to be purchased. Our custom form builder allows us to integrate Stripe, PayPal, and Braintree. Donations can be added to the site using Duda's ecommerce, which also allows for Stripe or PayPal.

### **Can I edit my website myself?**

Absolutely! We limit access to the site until we have completed the website and set the site live on your custom domain. At this time, please let us know if you'd like edit access to your site and we can update your permissions.

# Frequently Asked Questions

## More Technical Details

### **What happens to the website if I cancel my monthly payments?**

Once cancelled, website support and hosting will be terminated at the end of your current billing cycle. Your website will then be taken offline and you will not be able to directly transfer to another hosting provider. If you want to move your site to another Duda instance, let us know within 90 days of cancellation and we can download your site data for you.

### **Can you install website analytics or tracking on my website?**

Of course! If you provide the credentials or the codes for Google Tag Manager or Google Analytics Manager, we are happy to install it on your website.

### **Do I need to host the website with you?**

Yes, unless you have your own Duda account.

### **Can you build, support or transfer a website from Shopify, Squarespace, Wix, Mono, Duda, etc?**

We currently only offer website builds and support on WordPress and Duda, no other builders are supported by our team.

### **How will you employ organic SEO on my site?**

We employ the following best practices for your website:

- H1 tags	- Metadata	- Alt Text	- 301 redirect
- Breadcrumbs	- Footer year updates	- Sitemap	- ADA features
- Homepage naming convention for SEO			

### **Is the Secure Sockets Layer (SSL) included on your websites?**

Yes, all websites hosted on Duda automatically receive SSL certifications when we connect a custom domain.

# Accelerated Templated Website Plus

## Do-It-With-Me Solution

Work with our talented professionals to create an accelerated, affordable, templated 10-page Duda website for your business.

### What to Expect Next:



#### Fulfillment Form

##### Client Requirements

To ensure a smooth and efficient process, please fill out the fulfillment form with as much detail as possible. This will help streamline the entire experience. You can prepare for this step by having these details confirmed:

- Product CSV with up to 100 products
- Shipping Method
- List of Events or Services for Booking
- Payment Gateway
- Form Fields
- Applicable Taxes

**Timeline:** We'll review the order and start the process within 2 business days.

**Please note:** if information is missing from the form, this will delay the overall process and delivery of the finished site.



#### Onboard Call

##### Client Requirements

After receiving your confirmation email, please schedule an onboard call using the provided booking link. In some cases, a call may be pre booked on your behalf based on team availability. This call, which includes time with a website developer, is strongly recommended to ensure a clear understanding of the project.

**Timeline:** This call can be booked with our team in as little as 1 business day, depending on your availability.



#### Website Build

##### Client Requirements

**Our team cannot start building the website without the information above.** If these details have been received by our team, there are no other requirements in this step.

**Timeline:** We will deliver the completed setup of all necessary apps within 7-10 business days from the completion of your onboard call. Timeline will be confirmed on the onboard call based on the complexity of requests added.

**Please note:** Additional add-ons, like additional pages or products will require additional time. An updated timeline will be provided after the onboarding process is complete.



#### Revisions

##### Client Requirements

Before we set the additional changes live, it's important that you review the entire website to ensure every detail is accurate and meets your needs. It's best to send **1-2** round of major revisions (like changing sections or removing pages) to help streamline the process. We can continue to tweak small revisions after the site is complete or live to ensure you are fully satisfied.

**Timeline:** Once revisions are received, we will make the requested adjustments within 5 business days for you to review again.

# Frequently Asked Questions

## The Basics - Additional Details

### **What does the additional monthly fee include?**

The monthly fee includes access to the following:

- An eCommerce store with up to 1000 products (100 included with setup)
- Custom Forms - GDPR Cookie Consent - Event/Booking Capabilities
- Additional Features (Social Feeds, Age Verification, Logo and Testimonial Sliders, and More!)

### **How many products are included with ecommerce?**

We will add up to 100 products with the purchase of Accelerated Templated Website Plus. If you need more products, please let us know and we will quote it out for you.

### **What payment gateways and shipping methods are included?**

We include Stripe, PayPal, Apple Pay, Google Pay, and all major credit cards for payments.

We include flat rate shipping as well as EasyShip for generating real-time shipping prices. We include up to 100 shipping labels to be created with EasyShip each month.

### **How many custom forms can be created?**

We will create up to 3 custom forms with up to 20 fields each for you upon setup. Additional fields and/or forms can be added for an additional cost.

### **How many events/bookings are included?**

We will create up to 10 bookings and/or events for you. Additional bookings/events can be added for an additional cost.

### **What other types of widgets can be added to the site?**

- Age Verification - Animated Counters or Countdowns - Flip Cards
- Social Media Feeds - FAQ Sections - Logo Sliders - PDF Viewers
- Team Member Flip Cards and Lists - Pricing tables - Testimonial Sliders
- And More!

### **Can I add a cookie consent to my website?**

Absolutely! We include Termly with all Accelerated Templated Website Plus orders which allows us to add a Cookie Consent banner to your website.