

# Templated Website

## Do-It-With-Me Solution

Work with our talented professionals to create an affordable, templated 3-page 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 and the [Creation & Content 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
- Color Scheme
- Font(s)
- Preferred Images (Optional)
- Logo
- Business Information (to be displayed on site)
- Email address for contact forms

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

**Please note:** **Submission of the C&C form is required to initiate the project. Missing information may delay the timeline.** 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 your availability.



#### Website Build

**Client Requirements:** Our team cannot begin building the website without the required information submitted through the onboarding process. Once these details have been received and the onboarding call is complete, there are no further requirements from the you at this stage.

**Timeline:** We will deliver a first mockup consisting of three templated pages (Homepage, About, and Contact) or something similar within **5-7 business days** after the onboarding call. The full delivery timeline may vary depending on the final project scope.

If you are not satisfied with the initial mockup, you may request **one do-over** using a different approved template. Two rounds of revision are included after the mockup is delivered. Any additional requests, such as extra pages, eCommerce functionality, or plugin integrations, will require add-ons with **extended timelines** and may incur **additional hourly charges** based on complexity. **Please note:** *An updated delivery estimate will be provided after the onboarding process is complete if any add-ons or scope changes are requested.*



#### Revisions

##### Client Requirements

Before the website is set live, you must review the full mockup to ensure all pages, content, and visual elements meet your expectations. **Two rounds of revisions** are included as part of the service. This may include layout adjustments, text edits, or visual changes within the selected template. Any additional revisions will be billed hourly based on the scope and volume.

**Timeline:** Once revision requests are submitted, our team will implement the changes within **5 to 7 business days**, based on the scope of the edits. **Important:** *Any additional revision requests beyond the included round will be billed hourly, with timelines adjusted based on complexity and volume.*

**Optional:** You can schedule a call with a developer to walk through your revision notes before implementation. Post-call timelines will apply once revisions are confirmed.

After final approval, the website will be launched within **1 business day** (exceptions may apply).

# 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 on our proprietary hosting platform, WordPress Hosting Pro, with the most trusted source on the internet—Google Cloud Platform. With a state-of-the-art infrastructure, your site will always be secure, protected, and Google-fast.

#### 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. Specifically, when you purchase it through the Marketplace, you will not need to delegate access or credentials to our team, as we can access it through the platform.
- **If you do already have a domain:** Businesses that already have a domain active can follow these simple steps to share your 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 showhouses. You are choosing the fixed structure with the opportunity to add final visual touches to make it your own.

You can choose from any of our pre-approved Divi templates to create the website. These templates are designed to balance aesthetic flexibility with fast delivery.

*Please note: Choosing a template outside our approved Divi framework will result in an extended timeline. Custom layout changes are not supported under the Templatized Website SKU. For advanced customization, consider contacting your representative.*

# 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 your business has 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 with you 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 yourself prepare for this call by creating a document or Drive folder that contains your business's 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 files.

### 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 build out up to 1,500 words of written content based on copy you provide, or—if no copy is submitted—generated using AI-assisted copywriting that's reviewed and refined by our team to match your business's tone and industry.

### 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 for you. To help us do this, we include up to two rounds of revisions as part of the service. This helps keep us on track to deliver your site in a timely manner.

- Any corrections to items that were missed/unclear during these revision rounds will be made at no additional cost.
- Any new requests or edits beyond the two included revision rounds will be billed at an hourly rate.
- If additional pages are ordered, the revisions of the first three pages and the build of the add-on pages will be delivered together in a second mock. Additional rounds of revisions are included for any add-on pages that are purchased.
- Turnaround time for the second mock delivery (including additional pages) is 5-10 business days, depending on the total scope.
- The turnaround time for revisions is typically 5-10 business days, depending on the complexity of the changes.

### 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.

### 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.
- Updating the website's plugins and themes, and performing website health checks upon request.
- Fixing bugs and providing urgent support if your website goes offline for any reason.
- For a full list of edits and requests covered by Ongoing Support, please reach out to us

# 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 to show to your business customers.

#### 1. Website Customizations

WordPress websites can be customized to the nth degree, but every custom feature requires a lot of time and cost to create, monitor, and correct if anything goes wrong. Instead, 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 your customers, and convert them into superfans.

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

#### 2. Website Sizes

When sites become too large, the risk of a website going down increases significantly. To prevent the potential of this occurring, we recommend that we only build and host sites up to 50GB. Websites with very large numbers of images and videos will slow the site down considerably, so we will work with you to ensure the site is both visually-appealing and lightning-fast.

#### 3. Ongoing Support

We want to make sure that you and your website are supported throughout the process. That's why we require 3 months of website support, once the website is set live. Once the 3-month commitment is complete, you are welcome to cancel the service; however, this means that you will no longer be able to reach out to our team for support if anything should occur to the site. It is our recommendation that ongoing support be continually active to avoid this concern.

**Please note:** Once cancelled, website support will require a 3 month commitment upon a reactivation.

### Additional Factors to Consider

There are also a few additional factors that can impact the service or price of the templated website build. The more informed you are, the better you can prepare yourself for the full project.

#### 1. Fluctuating Timelines

Timelines may vary based on: Use of templates outside our approved framework, Request to deliver all 3 pages together as a single package upfront, Add-ons such as plugins, ecommerce, integrations - these adjustments will be reviewed during the onboarding call, and a revised delivery timeline will be confirmed.

#### 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 plugins) adds incremental costs to the final total. Please keep this in mind when requesting plugins and pages so that the final invoice doesn't surprise you.

# 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?**

To ensure our websites are running effectively from day 1, we require two additional, complementing products: Website Support and WordPress Hosting Pro. Both services are required from day 1 to ensure your website is hosted and managed correctly from the get-go.

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

Every website will be populated with up to 1,500 words of generic copy (template dependent), but if you would like custom copy, we are happy to oblige. Check out the product add-on 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 Tempered Website solution is best-suited for simpler websites that don't require customization. However, if you'd like to discuss a custom 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. Also, as long as you have Website Support active, we can 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 up to three forms per website, with a maximum of 20 fields each. You can choose from the following options based on how you would like to collect leads:

- **CRM Form:** Leads will be sent directly to the Business App Inbox, where they can be tracked and managed efficiently.
- **Gravity Form:** Leads will be forwarded to the designated email address for easy access and quick responses.
- **Use Your Own Form:** You can use a third-party form plugin of your choice. However, the plugin must be purchased separately, and credentials must be shared with our team for setup. Hourly charges will apply for installation and integration based on complexity.

### **If needed, where should I upload attachments for my order?**

Please upload all attachments in the **attachments section within the Fulfillment Form**. Or if you prefer, you can email your attachments to [marketingservices@yourdigitalagents.com](mailto:marketingservices@yourdigitalagents.com). Please do not upload attachments in the Orders section in Partner Center. This ensures our team can access all documents to provide excellent service.

# Frequently Asked Questions

## Website Functionality & Plugins

### **My business needs an online store. Can you help with that too?**

We would be happy to help! We have an additional add-on eCommerce solution ideal for building out online stores. Please reach out for all the details.

### **Will my website be HIPAA compliant?**

Unfortunately, our websites are not currently HIPAA compliant. However, we can integrate HIPAA compliant features and services provided by you on your website.

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

Yes! We use the GTranslate plugin for this service. The free version uses Google's standard translation service. However, if you would like to edit those translations, you will need to purchase the premium plugin version.

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

We use a free plugin called Smash Balloon to display your social media feeds on the website. To install it, we simply need your social profile credentials, or will require a call with you if you have 2FA enabled.

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

We use Gravity Forms (a free plugin) to help you collect payments. For businesses hoping to collect donations, we recommend the GiveWP plugin. It is a free plugin, though it does require more extensive installation and will incur additional charges to install.

### **Do you add any standard plugins to websites?**

The following standard plugins are added to every website at no additional cost.

- |                    |                 |                           |
|--------------------|-----------------|---------------------------|
| - Simple History   | - OMGF          | - Yoast SEO               |
| - Yoast Breadcrumb | - Divi Booster  | - Divi Accessibility      |
| - Smush Pro        | - Gravity Forms | - One-Click Accessibility |
| - WPMU Dev         |                 |                           |

*User Role Plugin: This is now included by default to help manage access control within the WordPress dashboard. All other plugins requests will be limited by package and subject to integration costs.*

### **I've chosen a premium plugin, what next?**

If you need a premium plugin, you will need to purchase the license and provide the necessary information and credentials to our team for integration. **Please note:** Integration costs are subject to additional hourly fees.

# Frequently Asked Questions

## More Technical Details

### **What happens to the website if I cancel WordPress Hosting Pro?**

Once WordPress Hosting Pro hosting is canceled, your website will archive for up to 30 days. If you would like a copy of your website prior to cancellation, please reach out to our team and we'd be happy to provide the files to you.

### **Can you install any 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?**

No, but we will require the website to be built in our hosting environment. After that, you are free to move to any host. Please note, though, that any sites outside our hosting environment will no longer be supported by our team.

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

In short, no. We only build websites using the WordPress CMS in WordPress Hosting Pro. The companies above use proprietary web building services, which mean that once you leave your hosting service, you will lose the website and will need a new website created.

### **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 WordPress Hosting Pro automatically receive SSL certifications.