



AMAZING
INTERNET

Portfolio Series Checklist

*****Please ensure that you complete all sections of this checklist.*****

We cannot build your site if we do not have the data for all sections.

Once you have completed this checklist, please send it with all materials to the Project Management Department at the address below. Alternatively you can e-mail all files to mycontent@amazinginternet.com. Any questions, please contact us.

Your Contact Details

Name:
Address:

Postcode:

Current E-mail:
Telephone:
Mobile:

Domain Name (e.g. yourname.co.uk)

If you have not already registered a domain name, please allow us to do it for you. It will be faster and more cost-effective to do so. It can cause considerable delay in getting your website live if you register the domain yourself, especially if less than 60 days prior to the day you want your site to go live. If the registration is more than 60 days old there should be no problem although some registrars might levy a release charge (see below).

If you already own a domain name that you would like to use, what is it?

N.B. Please send us the username and password details for your domain name so that we can set it up for you. Please also include the website address where we can use this login. Some registrars (such as UK2.net) make a charge for releasing a domain name. If you registered your domain name with one of those registrars, there may be a transfer fee (usually not more than £20 + VAT) which is not included in our normal charges.

If you would like us to register a domain name on your behalf, state your choices here:

1st choice:
2nd choice:
3rd choice:

E-mail

Do you wish us to set up an e-mail address at your new domain name, e.g. info@yourdomain.com? Mail received at this account will be forwarded to your personal e-mail address.

New e-mail address (at your own domain name) to be set up:
Existing personal e-mail address where your mail will be forwarded:

If you already have a domain name registered that you would like us to use, please provide full details of any e-mail addresses that are in use on that domain. If your mail is forwarded, please let us know the forwarding address used. We will need to replicate your existing setup before transferring the domain name, so it is essential that we have all of the necessary details.

Template

All templates can be viewed on the Amazing Internet website at this page:
<http://www.amazinginternet.com/services/p500/styles.php>

Which template style would you like?
Which colour scheme would you like?
Which gallery layout would you like?
What website title would you like (see note below)?

The "website title" is used for your splash page (e.g. "Peter Vorsberg Photography" or "Peter Vorsberg Portfolio") and also for the title showing at the top of each page of your site. We will use the exact capitalisation you use - please ensure that you write the title as you want it to appear.

Website Content

Ideally all material should be in electronic format. Here are some guidelines:

For text: Microsoft Word files are best or you can send your text in the body of an e-mail if you prefer. If you need to send your text in any other format please check with us first.
As a last resort we can receive text in paper form but it must be very clear black text on white paper only in a plain font such as Times or Arial/Helvetica. No faxes.

Please make sure all text has been properly proof-read.

For Images: We accept images in the following formats:

Adobe Photoshop PSD
TIFF
JPEG
Kodak Photo CD
Positive prints or flat artwork up to A3
35mm or medium format transparencies.

In order to get best results from images, pictures supplied electronically should be no smaller than 1000 pixels along the longest side. Images should be provided either without a colour profile or with the sRGB colour profile. **Please ask if you are unsure of the format.**

Remember - we upload the first ten gallery pictures only for you. The rest can be uploaded via the administration pages.

Check off each item as you compile it:

1. **"Splash" page**

The only other thing we need you to supply for the splash page is the image. Please note the shape and orientation of the splash screen image on the template you have chosen since they vary from template to template and must adhere to the format shown. For templates such as the "Pro" design, you may like to have a repeating or composite image since not everyone has "panorama" style material. Alternatively a cropped image can be effective, or you could use a logo instead.

2. **"About" page**

You can have a picture and up to 500 words of text. This should be a general introduction, maybe explaining who you are and what you are all about. The picture could be of yourself or a picture that you feel represents your work particularly well. Remember, all text and images can be modified by you later from your own computer if you want to change anything.

3. **"Gallery" page**

You can send us up to 10 images organised into as many categories as you require. Remember you will be able to add your own categories and images once you have the site. We must have at least one named category to start with. We also need a title and description for each picture if you want to include them.

Category name(s): _____

4. **"Contact" page**

Please supply the actual text you want to see on the page – we will not automatically use your contact info as supplied on page 1 (for security reasons). This is a text page for your address and other contact details that you want to publish on the website. You can also have one image on this page.

5. **"Links" page**

We will put up 5 links for you (you can add more later). We need a title for each link, the website address it should link to, and a description of the link.

6. **"News" page**

We need a title for each news item and the text of the news item itself. We will put up 5 items (you can add more later). You will also be able to add a picture to each news item.

7. **Keywords**

Keywords are programmed into the page and hidden from view. They are used by the search engines to help people find your site on the Internet. When compiling your list of keywords you should take the viewpoint of the people you want to reach and imagine the words they would type into a search engine to find you. We automatically put your name in, after that you can list out as many as 25 words or groups of words.

8. **Description**

This is also required for search engine indexing. Not more than 25 words describing yourself and your work. (e.g. "Peter Vorsburg is a premier photographer specialising in landscape and wildlife images. His pictures have been used widely in magazines and other publications.")

NB. Please ensure that it is clear which materials belong to which page. Please number and title them according to the sections above, e.g.:

4. News page

Title: Exhibition

Text: Peter Vorsberg will be exhibiting at The Royal Academy next month.

Payment

The cost of the Portfolio package is £25 + VAT (£29.38) per month payable by Direct Debit, or £250 plus VAT (£293.75) per year paid in advance.

This basic package provides space for 500 images but extra image space can be added in blocks of 50 images at £2.50 plus VAT per month (or £25 + VAT annually in advance) should you require more.

(Please tick):

I would like to pay by monthly Direct Debit. The 1st month's payment must be paid for by cheque or credit/debit card because Direct Debits take a little time to set up. Please indicate below how you wish to pay the initial month's fee:

PayPal* Credit/debit card (see attached form) Cheque

I would like to pay annually in advance by cheque (made payable to Amazing Internet Ltd) OR credit/debit card (please see attached form).

* PayPal payments: If you are paying the standard annual rate of £293.75 or the standard monthly rate of £29.38 you can use the links on our website: <http://www.amazinginternet.com/services/p500/start.html> which will take you straight to the correct PayPal payment page. Otherwise, please contact us for instructions.

I will require space for additional images. (Please add the amount to your payment. Contact billing@amazinginternet.com if you are unsure of the correct amount or if paying by Paypal so that we can send you a payment request by email).

We will start work on your site once we have all your material and your first payment (or completed Direct Debit mandate). (Please ensure that you send all the materials requested on this checklist as it helps considerably in the speed of preparation). We will let you know as soon as the site is available for viewing to give you a chance to view it and check everything has been completed to your satisfaction.

Extras

If you are a wedding or social photographer, you might be interested in our "Amazing Photostore" plugin. It enables you to upload entire shoots into password-protected galleries on your website. From there, your clients can order prints securely on-line. It's a great way to maximise income from this type of work.

Please send me details on the Amazing Photostore.

How did you hear about us?

It would be most helpful to us if you could let us know when, where and how you heard about Amazing Internet. It means that we can be more efficient with our promotion and spend more budget on developing new products!

When: (e.g. April 2004) _____

Where: (e.g. "Snappers Weekly") _____

How: (e.g. Classified advert/Editorial) _____

Please fax this form to: +44 (0)20 8607 9536
or phone +44 (0)20 8607 9535 with your details
Please do not e-mail your credit card details.

Credit/Debit Card Payment Form

This form will be shredded once the card has been debited and no information given here will be stored in any form by Amazing Internet Ltd.

Name: _____

Name on invoice if different: _____

I authorise Amazing Internet Ltd to debit the card shown below for the amount of:

£ _____

Please sign here: _____

We accept all major credit and debit cards. We do not currently accept American Express.

The following information is mandatory:

Card number:

Expiry date:

Security code (last 3 digits on reverse of card):

Name on card:

The following details are needed in some cases only. If your card shows any of this data, please include it here:

Start Date (valid from):

Issue number:

Please fax this form to: +44 (0)20 8607 9536
or phone +44 (0)20 8607 9535 with your details
Please do not e-mail your credit card details.