

Conceptbox Consulting

OUR PROJECT WORKFLOW

A clear process. A better experience. A better result.

1

Discovery Call

We talk about your goals, challenges and what you need from your website.

↓

2

Discovery Brief

We capture all the key information and project requirements.

↓

3

Proposal Sent

We send a detailed proposal as a normal PDF for you to review.

↓

4

Client Emails

"I'd like to proceed"

You confirm by email that you're happy to move forward.

↓

5

Client Agreement

Electronically signed

We send the Client Agreement for secure electronic signature.

↓

6

50% Deposit

The 50% deposit is paid to secure your project slot.

↓

7

Build

We design, develop and build your website.

↓

8

Internal QA Checklist

We go through our comprehensive QA process to ensure everything is right behind the scenes.

Content

Mobile

Links

Forms

SEO

Analytics

Privacy

Accessibility

Performance

Security

Domain & Email

Browsers

Launch-Day Checks

↓

9

Client Launch Approval

Electronically signed

You review the final website and give formal approval to launch.

↓

10

Balance Paid

The remaining 50% balance is paid before we go live.

↓

11

Launch

Your website goes live. Welcome to the online world.

↓

12

Handover Guide

You receive your Handover Guide — everything you need to manage the site day-to-day.

↓

13

Testimonial Request

7-14 days after launch

Once you've had a chance to live with the finished site, we'll ask for a short testimonial.

" A straightforward process with clear steps — so you always know what happens next.