



Complete and Fax to: ATTN: Marcus Rangel
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If you've made it this far, you have officially begun to take your business to the **Next Level**. It is often said you have **ONE SECOND** to impress a web visitor with your website, and we will help you accomplish that! In order to make the process as smooth and efficient as possible, please review this document to see the steps involved to launch your new website. If you have any questions regarding this document or would like more information, please email marcus@advisorsexcel.com or call him at 866.363.9595.

Step 1 - Registration

The first step is determining what domain name you want to use for your website. Please go to **OneAndOne.com** to see if the domain name you are interested in is available. If you already own a domain name, and you would like us to use it, please list it below and check the box "Own this domain."

Please list the domain name you would like to use: _____

I own this domain:

Step 2 - Your Pages

You can have up to 10 pages, including the home page. The most common pages our Advisors have are: About Us, Services, Client Appreciation, Upcoming Events, Testimonials, News and Contact Us. Please list the pages below you would like on your website.

Page 1: <u>Home</u> _____	Page 6: _____
Page 2: _____	Page 7: _____
Page 3: _____	Page 8: _____
Page 4: _____	Page 9: _____
Page 5: _____	Page 10: _____

Step 3 - Images

Please email any images you would like on your website to marcus@advisorsexcel.com. Be sure to include a headshot photo of the advisor(s), your logo and any other photos you would like used. We recommend taking photos of your staff as well as of your seminars or events to give the utmost personalization to your website; however, you also have the option to select up to 5 stock images if you feel you do not have enough photos of your own. Visit www.123RF.com to find suitable images for your site and simply send the web links of the 5 you like to Marcus.

Step 4 - Content: Please check one option

The most important step in the website process is coming up with your content. This process should be relatively straight forward after you have determined the pages you want in Step 2.

Option 1 I would like to use content directly from my current website

www._____

Option 2 I will be sending my own content (*please send as Word document*)

Option 3 I will need help developing content

(If you select option 3, please provide brochures/materials/website address along with this form to be reviewed)

Step 5 - Website Copyright Agreement

The website created by Advisors Excel for your company will be owned by Advisors Excel. Should you decide to do business with another marketing organization, your website will be shut down and your monthly payments to Advisors Excel will be stopped.

Please sign here to document you understand this agreement: _____

Step 6 - Payment: Please check one option

Option 1: Website Cost - \$500 initial design fee and \$50/month for hosting fees and up to one hour of *graphic** changes.

**With Option 1, the client is responsible for making text changes with Next Level's Content Management System once site is launched..*

Option 2: Website Cost - \$500 initial design fee and \$70/month for hosting and up to one hour of text and graphic changes.

* Monthly payments will be automatically billed to your credit card provided below.

** Your \$500 initial design fee will be charged upon submitting this form. The monthly maintenance fee indicated above will be activated either 60 days from completing this form or upon setting up your email and/or launching your site (whichever comes first.)

*** Once you complete this form with all the required information, your website will be completed within 60 days, granted all content is submitted and approval granted for materials as outlined above.

Charge My: Visa Master Card American Express

Name of Card Owner: _____

Card Number: _____ Exp. Date: _____

Last 3 Digits on back of card: _____

Signature: _____

Anytime after your first full year with your Next Level website, we invite you to take advantage of our Redesign Special and give your site a new, fresh look for only \$250!