

**DF****BG'S
DREAM FACTORY**

PWS ONBOARDING

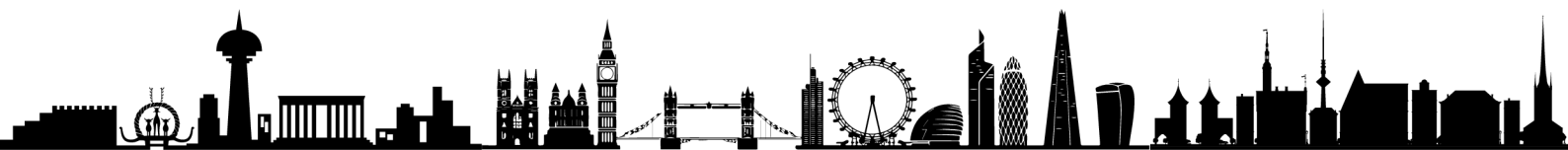
This document outlines the complete onboarding process for the Professional Website Services (PWS) provided by BG's Dream Factory. It serves as a step-by-step reference for clients and internal teams, ensuring a seamless transition from initial consultation to project delivery. All procedures, communication standards, and milestones defined here are aligned with BG's Dream Factory's quality principles and professional design standards.



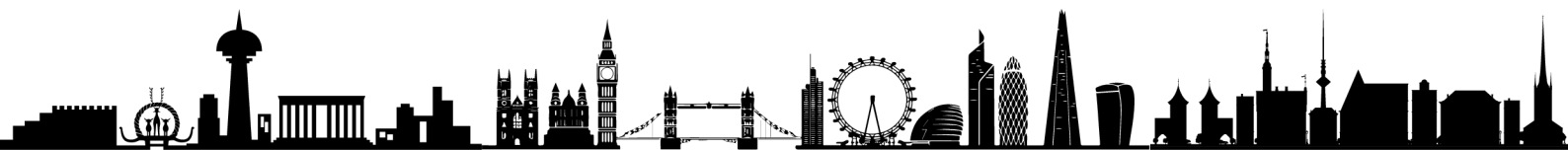
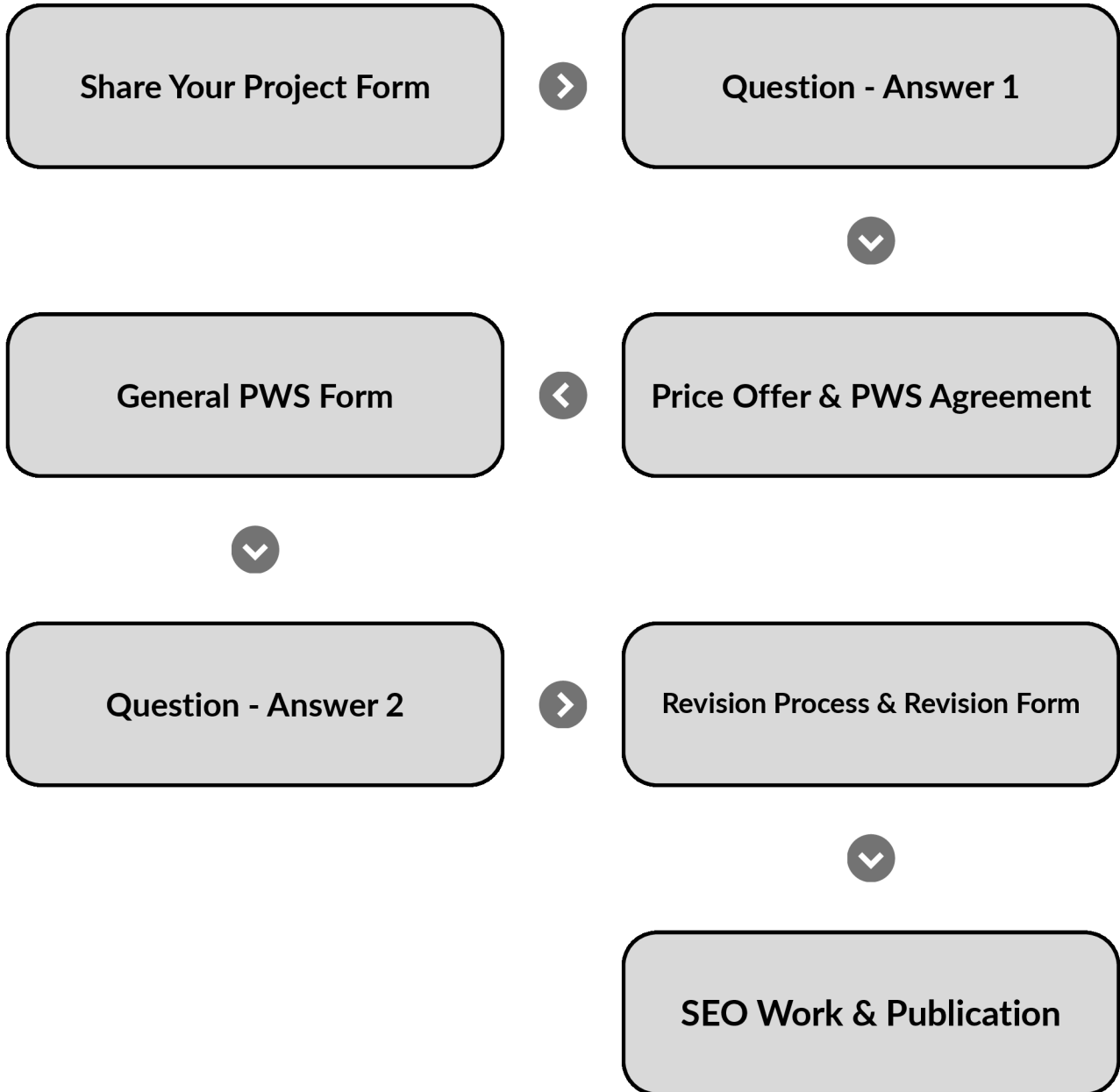
Section A > PWS Project Onboarding



Section B > Build & Leave Project Onboarding



A) PWS Project Onboarding



1.1 > Share Your Project Form



This form is designed to help our team determine the most accurate price estimate for your website project. To do so, we need a clear overview of the features and functions you require. Please outline your project in a general yet structured way – for example, how many pages or forms you need, whether your website will include e-commerce functions, booking systems, or multilingual options, and if there are any specific integrations or design preferences. You can also specify whether you will be using your own domain or a new domain provided by BG's Dream Factory.

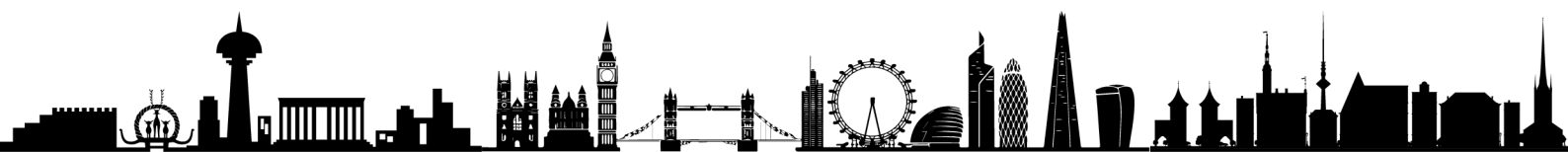
You do not need to provide deep technical details at this stage. The goal is to help us understand the general scope of your project, so that we can prepare a transparent and fair quotation aligned with your needs.

1.2 > Question - Answer 1



After reviewing the information submitted in the previous form, our team will determine whether additional clarification is needed. In some cases, this step may not be required if all essential details have already been provided. When necessary, our team will contact the client through the preferred communication method or directly within the onboarding system to request specific information.

These questions may involve confirming the number of forms, sections, or pages, clarifying feature requirements, or verifying technical preferences. The purpose of this step is to ensure that all information relevant to accurate pricing and project planning is complete and clearly understood before moving forward.



2 > Price Offer & PWS Agreement



Based on the information provided through the previous forms and clarifications, our team prepares a final price proposal that reflects the confirmed scope and requirements of the project. The proposal presents a clear and fixed total cost together with a description of all included services and any optional features, ensuring complete transparency.

BG's Dream Factory guarantees that the confirmed price will remain valid for the first year. For following years, the renewal cost will either continue at the same rate or include only a minor and reasonable adjustment in accordance with market conditions.

The process continues only once the client has accepted the price proposal and signed the Professional Website Services (PWS) Agreement, officially confirming the start of the project.

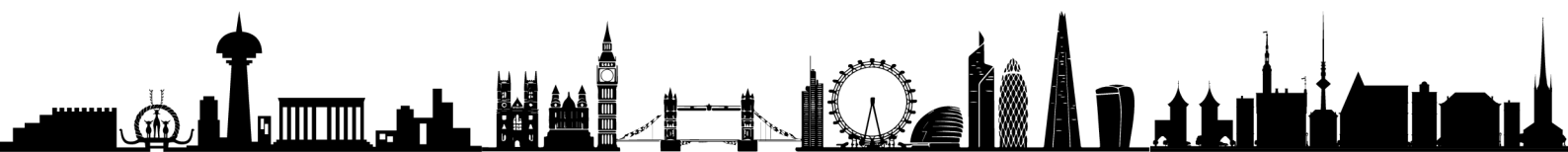
3.1 > General PWS Form



This form serves as the central and most comprehensive stage of the Professional Website Services process. Once the contract has been signed and payment has been confirmed, the client is required to complete this form in full. The information provided here defines every aspect of the website to be created – including its structure, functions, technical setup, and visual direction.

Through this form, clients specify the exact features they would like their website to include, such as the number of pages and forms, the type of interactive components, integrated tools, and any additional functionalities. It also covers design-related preferences in detail, such as layout ideas, colour palettes, font selections, and overall aesthetic direction.

Technical requirements – including domain, hosting, integrations, and responsiveness expectations – are also documented within this form to ensure that the final website functions precisely as intended across all devices and platforms. The details provided here form the foundation of the entire project. Our team will use this information directly when designing, structuring, and developing the website. Any changes requested after this form has been approved may influence the project's timeline or cost, as this document represents the final blueprint from which the website will be built.



3.2 > Question - Answer 2



During the website creation process, our team may occasionally require additional clarification or new information to ensure that every detail of the project is executed correctly. This step does not occur at a fixed time – it takes place only when necessary.

If any points within the previously submitted General PWS Form are unclear, incomplete, or require confirmation, our team will reach out to the client through the preferred communication channel or directly within the project management system.

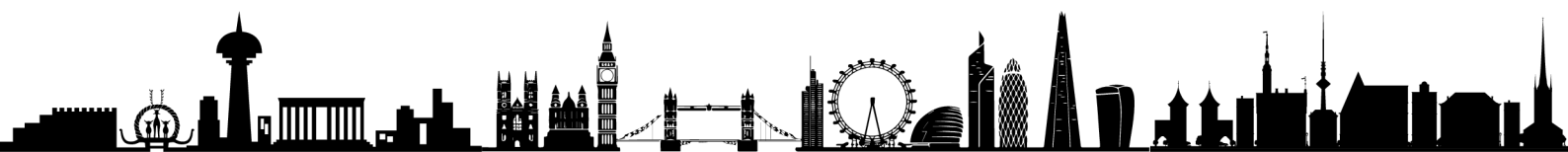
Questions may relate to technical requirements, design preferences, content delivery, or any unexpected adjustments that arise during the development phase. The purpose of this step is to maintain accuracy, consistency, and alignment between the client's expectations and the final outcome of the project.

4 > Work Delivery & Review



Once the website has been fully completed and internally verified by our team, it is delivered to the client for review. At this stage, the website is presented in its final working form, either on a temporary or live environment depending on the project setup. The client reviews all pages, features, and design elements to confirm that they align with the agreed specifications and visual direction.

If no revisions are required, or once all agreed revisions have been completed, the project proceeds to the next stage, where final delivery confirmation and publication take place.



5 > Revision Process & Revision Form



The revision process is an optional step that takes place only if the client requests changes after the delivery and review stage. All revision requests must be submitted through the official Revision Form, which ensures that every update is clearly defined, approved, and traceable.

Each service package and project type includes a specific number of revision rights, as stated in the service agreement. Clients may use this process only up to the number of revisions allocated to their selected package.

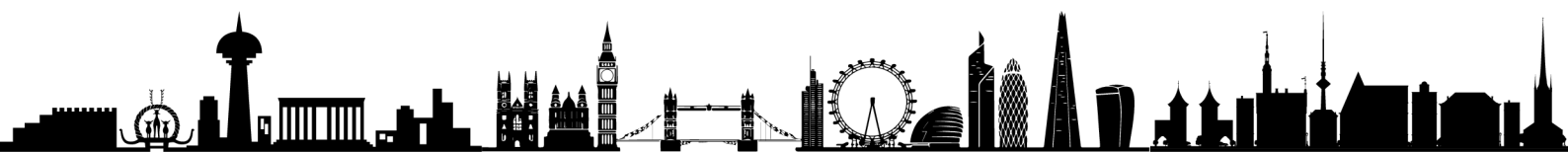
Revisions typically cover adjustments related to design layout, content placement, or minor feature refinements. Once the agreed revisions have been completed or the allocated revision rights have been fully used, the process moves on to the next stage of final delivery and publication.

6 > SEO Work & Publication

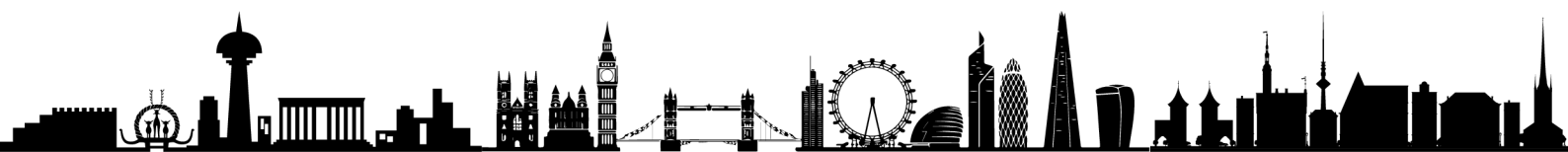
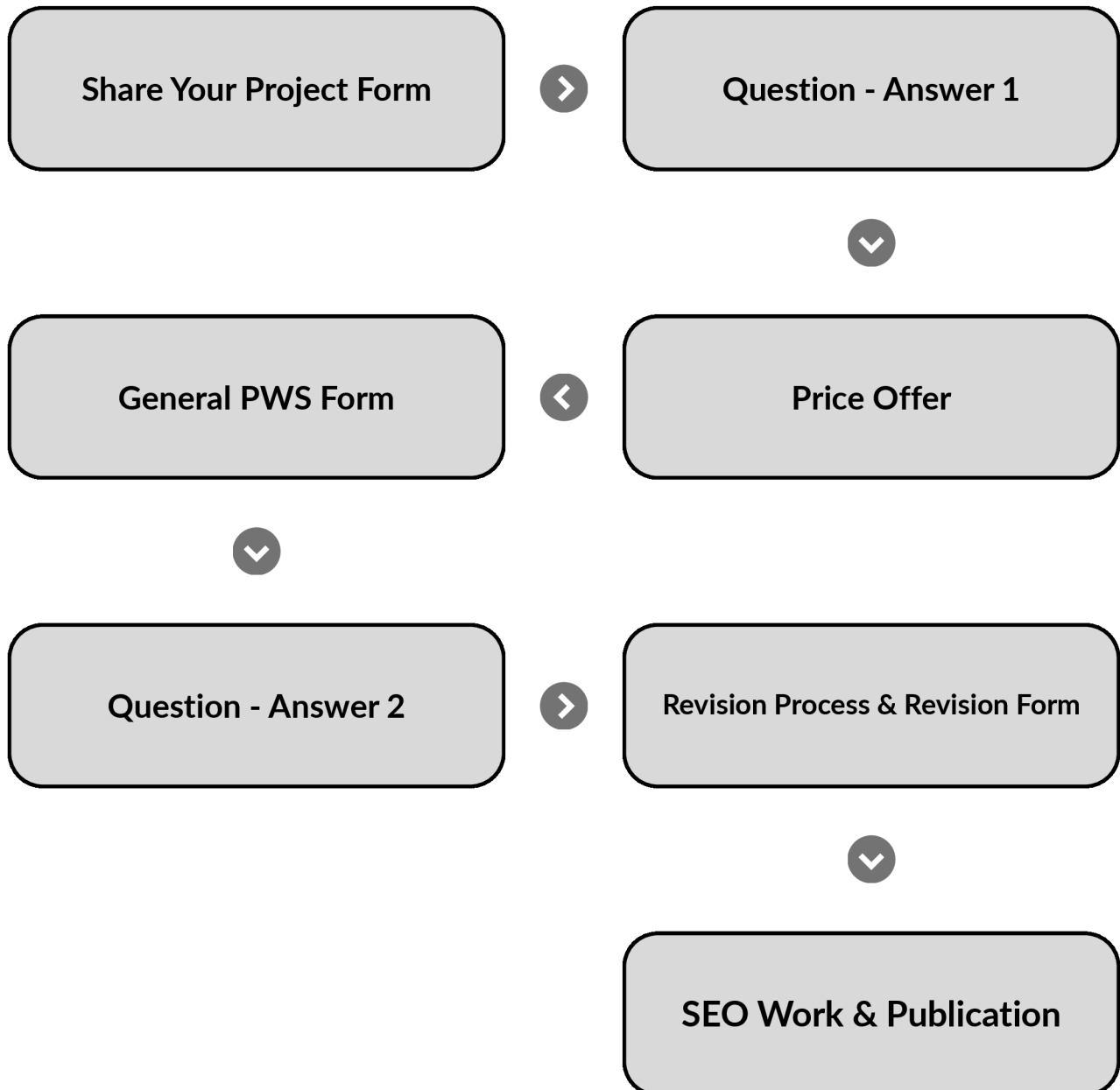


After the client's final approval, our team proceeds with the SEO work to optimise the website for publication. This stage ensures that the website is fully prepared for visibility and accessibility once it goes live.

Following the completion of SEO adjustments, the website is officially published under its designated domain. From this point onwards, the service remains active throughout the subscription period and continues until the renewal date, during which all management and support services remain valid as defined in the PWS Agreement.



B) Build & Leave Project Onboarding



1.1 > Share Your Project Form



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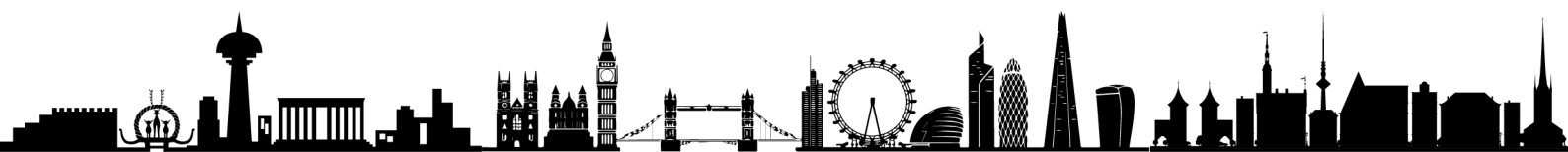
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These questions may involve confirming the number of forms, sections, or pages, clarifying feature requirements, or verifying technical preferences. The purpose of this step is to ensure that all information relevant to accurate pricing and project planning is complete and clearly understood before moving forward.



2 > Price Offer



Based on the information provided through the previous forms and clarifications, our team prepares a final price proposal that reflects the confirmed scope and requirements of the project. The proposal presents a clear and fixed total cost together with a description of all included services and any optional features, ensuring complete transparency.

BG's Dream Factory guarantees that the confirmed price covers the full delivery of the project as defined. Once the proposal is accepted and payment is received, the project proceeds directly to the production and delivery stages.

This is a one-time service model – after the website is completed and delivered, the project is considered finalised, with no ongoing subscription or renewal obligations.

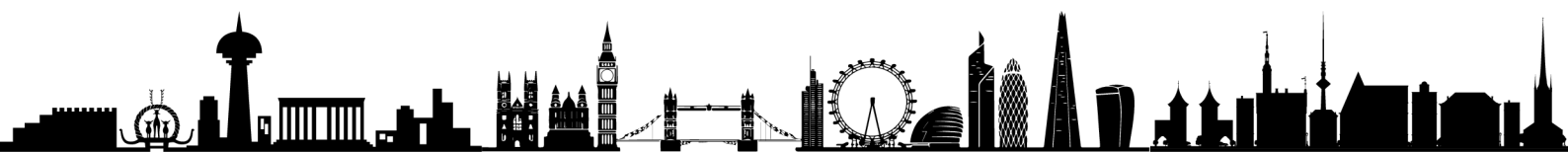
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3.2 > Question - Answer 2



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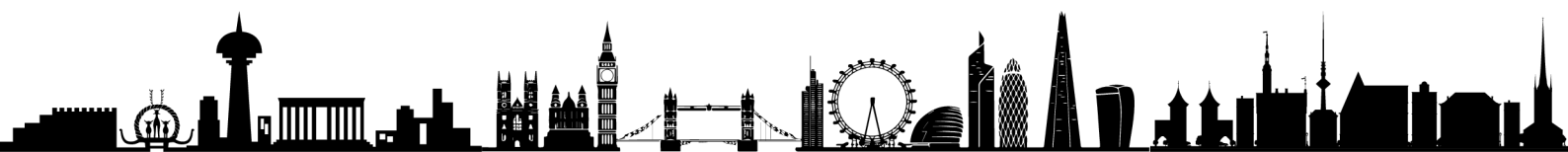
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If no revisions are required, or once all agreed revisions have been completed, the project proceeds to the next stage, where final delivery confirmation and publication take place.



5 > Revision Process & Revision Form



The revision process is an optional step that takes place only if the client requests changes after the delivery and review stage. All revision requests must be submitted through the official Revision Form, which ensures that every update is clearly defined, approved, and traceable.

Each service package and project type includes a specific number of revision rights, as stated in the service agreement. Clients may use this process only up to the number of revisions allocated to their selected package.

Revisions typically cover adjustments related to design layout, content placement, or minor feature refinements. Once the agreed revisions have been completed or the allocated revision rights have been fully used, the process moves on to the next stage of final delivery and publication.

6 > SEO Work & Publication



After the client's final approval, our team proceeds with the final preparations for publication. If SEO service is included in the project, optimisation work is also carried out at this stage to ensure the website is fully ready for visibility and accessibility once it goes live.

Following these steps, the website is officially published under its designated domain. Once publication is complete, the project is considered finalised and delivered in full, marking the completion of the Build & Deliver process.

