## Web Site Checklist

**Initial Stage:**

- ☐ Client has web host: _____
- ☐ **FTP Info** on job folder:
  - Host (IP or URL):_____
  - User ID:_____Password:_____
  - Directory: _____
- ☐ Download previous site & backup: _____
- ☐ Run Spell Check. Date & Time: _____

*Other Notes:*

☐ _____
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☐ _____

**Middle Stage:**

- ☐ Text links and © Metropolis on comp pages
- ☐ Make sure working site matches comp
- ☐ Web safe colors where they should be: _____
  _____
- ☐ Meta tags from client

☐ _____
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**Final Stage:**

- ☐ Client Approval Signed, Date & Time:_____
- ☐ Run final Spell Check. Date & Time:_____
- ☐ Meta tags in all pages
- ☐ Text links and © Metropolis on all pages

Test browser compatability (Date & Time):

- ☐ IE 4 on Mac
- ☐ IE 5 on Mac
- ☐ Netscape 4.5 on Mac
- ☐ Netscape 6 on Mac
- ☐ AOL 6 on Mac
- ☐ IE 4 on PC
- ☐ IE 6 on PC
- ☐ Netscape 4.5 on PC
- ☐ Netscape 6 on PC
- ☐ AOL 7 on PC

- ☐ Test forms
- ☐ Backup FINAL files onto 2 CDs

*Other Notes:*

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  - Host (IP or URL):_____
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*Other Notes:*

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**Middle Stage:**

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**Final Stage:**

- ☐ Client Approval Signed, Date & Time:_____
- ☐ Run final Spell Check. Date & Time:_____
- ☐ Meta tags in all pages
- ☐ Text links and © Metropolis on all pages

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- ☐ Backup FINAL files onto 2 CDs

*Other Notes:*

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## Print Output Checklist

**Initial Stage:**

- ☐ Number Photos on back with corresponding page numbers
- ☐ Scan Photos & Art at High-Res
- ☐ Run Spell Check. Date & Time:_____

*Other Notes:*

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**Final Stage:**

- ☐ Client Approval Signed, Date & Time:_____
- ☐ Run final Spell Check. Date & Time:_____
- ☐ Printout **Printer's Dummy** - B&W lasers w/crops & Bleeds, colors as grey.
- ☐ Printout color separations & check traps.

  POSSIBLE TRAP PROBLEMS:

  ☐ _____
  ☐ _____
- ☐ Collect fonts on Disk
- ☐ Collect all files on disk
- ☐ Printout disk directory
- ☐ Make Printer Memo
- ☐ Backup FINAL files onto 2 CDs

*Other Notes:*

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## Print Output Checklist

**Initial Stage:**

- ☐ Number Photos on back with corresponding page numbers
- ☐ Scan Photos & Art at High-Res
- ☐ Run Spell Check. Date & Time:_____

*Other Notes:*

☐ _____
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☐ _____

**Final Stage:**

- ☐ Client Approval Signed, Date & Time:_____
- ☐ Run final Spell Check. Date & Time:_____
- ☐ Printout **Printer's Dummy** - B&W lasers w/crops & Bleeds, colors as grey.
- ☐ Printout color separations & check traps.

  POSSIBLE TRAP PROBLEMS:

  ☐ _____
  ☐ _____
- ☐ Collect fonts on Disk
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- ☐ Printout disk directory
- ☐ Make Printer Memo
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*Other Notes:*

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