# SOLUTION PREPARATION KIT

## PROJECT WORKFLOW



## 1. ORGANIZING YOUR CONCEPT

### Domain Name/Email Addresses

Determine what web name you want to consider for your ministry.  Preferably something catchy, not too lengthy, and easy to remember.  You should also consider a few alternatives just in case the name you've chosen is already taken.  Create a list of emails needed to be created for forwarding.

### Content Collection

When gathering content for your project, your primary goal is to "express your intent clearly".  Gather all your wording/info about your products/services.  Separate items accordingly to eliminate confusion and send wording typed and spell-checked via email to info@onlychoicesolutions.net

The following formats are accepted for your sermons to be mailed to: **OCS MASTERING** 302 Mt. Vernon Ave. Jackson, MS 39209
   AUDIO: Cassette, CD, Minidisc, Flash Drive (WAV, MP3)
   VIDEO: DV Tapes, DVD, Flash Drive (AVI, MPEG or MOV)

### Ideas by Example

Browse the internet.  Find what things you would like to have, or DON'T WANT to have.  Look for things like colors, styles, location of things etc.  Basically find out what you want to see on your project.  This simple step speeds up the process of production on your project, as well as gives you a better chance to meet your expectations.

### Preparing for Online Sales

If you have products to sell, providing a nice photo for your web audience makes a huge impact. Next, coordinate that photo with wording that describes the product and informs or directs your potential customers.  You'd be surprised how much simple wording can make the difference.

   *If you require a primary image designed for a product to help display it correctly, inform your project manager when submitting your request. Addition charges may apply.
   *Gather all your wording/info about your products/services.  Separate items accordingly to eliminate confusion and then send wording typed and spell-checked.
   *Collect your products according to topic or tabs.  This makes it easy for customers to find what they are looking for inside your web store. Ex.: Sermons, church products, donations, event registration, etc.
   *Create a catalog system for your products.   Ex: OCS100, OCS 101, OCS 102, etc. This will help tremendously with keeping up with everything in the future.
   *Determine the price of each item.  If sold in multiples, provide an organized breakdown of each item and its difference.
   *Since you'll be shipping orders for your customers after they order, consider the amount of shipping to charge for each item.
   *Create a Web Payment Standard account with PayPal.  OCS will produce with a Website Payment Standard account only.   After your account has been created and verified, keep your username/password handy.  It will give you complete access to your online profits and will be needed to upload new items to your site as well.

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## 2. SECURE YOUR PROJECT

### Project Deposit
Once you've gathered all your content and it's ready to send, you're ready to secure your project.  Making the deposit payment will establish your project's placement on our workbench calendar.  Deposits can be made by check, money order or credit/debit card via PayPal.  All deposits are non-refundable.  Once payment is received a project manage will contact you regarding your order. Work will not begin until we have received 100% of content and deposit payment.

### Forecast Timeline
We maintain our workload by the completion of projects.  Your OCS project manager will provide you a completion date, pending; receiving your content and confirmation payments and our current workload.  Obviously, predicting a completion date for your project requires that we receive all of your content.  A completion date will not be given until 100% of your content has been received.  In the event, new content is sent to OCS during the start-up stage; delays in the completion deadline should be expected. Typical lead-times are 7-21 working days to completion most projects.

### Proofing
Expect to see project proofs on/before the date given by your project manager.  To speed production, the primary method of proofing will be by email.  Review work and create a list of concerns, (if any) and provide to your project manager.  Once all concerns have been addressed and you approve of work done, make first monthly payment to release work.    In the event that revisions are needed, each project includes one revision session. Additional session charge of $50.00 per hour will be due before release of work. Since the "proofing process" can delay project production, you are allowed 7 days for proofing.  A late fee of $50 for each delayed month.  Amount will be added to projects' release total.

## 3.   APPROVAL & PROJECT RELEASE
Only Choice Solutions maintains access to its intellectual property and work created and we're required to maintain each project accordingly.  We are willing & able to promote, edit, or cancel any portion of the project accordingly.

Once all design and production concerns have been addressed, you approve of the work done by making your first monthly payment. You must have a verified PayPal account to take advantage of monthly payments which will be made automatically via your bank account.  These monthly payments will continue automatically as long as you desire the project.  After you've made your first monthly payment, uploading of project will begin. (It is recommended to complete PayPal account set-up and verification at this start up stage of the project, rather than at the project release stage). If you don't have a verified PayPal account, payment in full will be required for initial launch and project release.

These solutions are structured on a 15 month system with a multi-dynamic of services including:
    Image & Project Development
    Professional Graphic Design for Print-Ready Layouts**
    Pro-Grade Custom Flash Website Design**
    Professional Sermon Editing for Monthly Sermons**
   *Broadcast-Ready Video Motion Graphics**
   *Professional Music Production & Theme Creation
   *Online Product** Set-up & w/ Monthly Gallery Maintenance
   *Promo Continuance** with upgrades every 3rd payment
  * included on select solutions
* * included on Master Disc

After the 15th payment (and every 15th payment afterwards) has been secured, OCS will provide you with the Master Disc (giving you total access to your project files).  In the event you desire to have the Master Disc or any file included on the Master for your own use, two options are available:
  1. *At the initial launch of project* - Multiply your solution's monthly amount times 15. That total is the value
     of your Master.

    or

  2. *During Continuance Payments* - Multiply your solution's monthly amount times 15. Subtract monthly
     payment you've already made. That amount is the value of your Master.

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## 4. WEB & GALLERY MAINTENANCE

Products & sermon updates require limited access to client's PayPal account for synchronization of products to the website. OCS sternly limits itself by restricting our access to areas of financial matters or any other part of your PayPal account other than product set-up. Please notify PayPal immediately, if you there is an issue with your account.

Updates, proofing and revisions must be provided via email, by one (1) selected source, in an organized manor. Maintenance for website and sermon gallery updates will be limited to ONCE a month (preferably on a scheduled day of month). This is not a full access web maintenance agreement, as we don't allow access to web server or any other website dynamic. When project is scheduled to have maintenance, most requests are resolved in 1-3 working days (depending on complexity). If you require production attention outside this monthly schedule, the rate will be $50 per hour. Immediate production is available at $75 per hour for rush projects.

### Included Monthly Maintenance:
Troubleshooting / Mechanical Issues
Updating of Text Information
Relocation of graphics / photos
Uploading of content (wording, sermons, buttons, photos etc)
Sermon Editing –Review your chosen solution for the level of editing of your sermons
   "Basic" - Capture, In/Out Fades, render to website gallery.
   "Correction Focus" - Sound Enhancements, Recording Corrections, In/Out Fades
   "Timed Focus" – Recording Enhancements, Subject ID, Render to Typical Broadcasting time-slots

### Maintenance DOES NOT include:
Photo Editing
Design/ Layout /Production of any new graphics, pages, material etc
Duplicate copies of Web, CD/DVD Masters, Prints and/or Distribution.
Cost for Merchant, Search Placement or Server Issues
Advertising/Marketing/Printing / Shipping / Installation Expenses, if any.
Teaching or forwarding information of project dynamics for any purpose.
Access or licensing for intellectual property created by OCS

Any ingredient or concept to be created/added to the site, (such as new banners, graphics, pages, forms or things that require design/work/labor that was not "pre-existing" shall be defined as New Content/Additions. Pricing for new content is as follows inside the PROMO UPGRADES¬ section of our website.

## 5. PROJECT CONDITIONS

### Upgrades
After you've chosen a solution that fit your needs, but have now grown and increased your reach or now require additional marketing tools & resources. Whatever the reason, upgrade to another solution and get 25% off the start-up deposit. The upgrade process has identical requirements as initial start-up, with the exception of canceling the lower monthly payments. First, log into your PayPal account to cancel the correct payment subscription. Afterwards, inform your project manager of your upgrade request or visit UPGRADES section of website for your upgrade choice. Once the upgrade proofs have been provided, make your approval with the first monthly payment of the NEW SOLUTION you've chosen.

### Cancelations
Project can be ended at any time by:
1. Ending your payment schedule via your PayPal account.

2. Nonpayment or delinquent payments will result in removal of website and trigger a default of release.
   Meaning a grace of 15 days until website will be removed or purged, along with access to emails (and all
   data included within); sermon gallery and product store, etc will be restricted or deleted until payment(s)
   are received. A service fee of $50 per hour may be required for reconnections. Continuance upgrades
   every 3rd payment will be canceled and will no longer apply. Master will not be available to you the client
   until OCS receives the total amount adding up to the 15th payment.

Please inform your project manager before ending your payment schedule for possible options or closure clarification.