

Thank for your engaging us. To help our web developer or designer to work better and faster, below are to do and do not do checklist when you furnish us your website materials. \*Work may delay if materials did not provide in below prescribed method.

Checklist

1.

Domain
2.

Corporate content (Write up: About us, vision, mission, USP etc.)
3.

Products & photos details
4.

Testimonials (If applicable)
5.

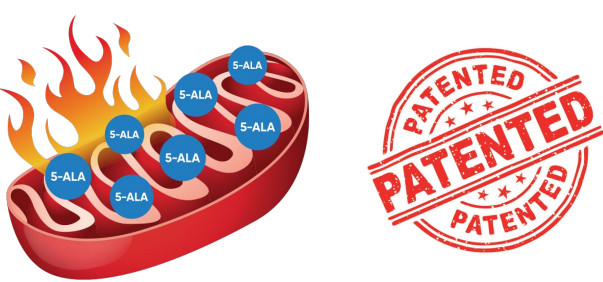
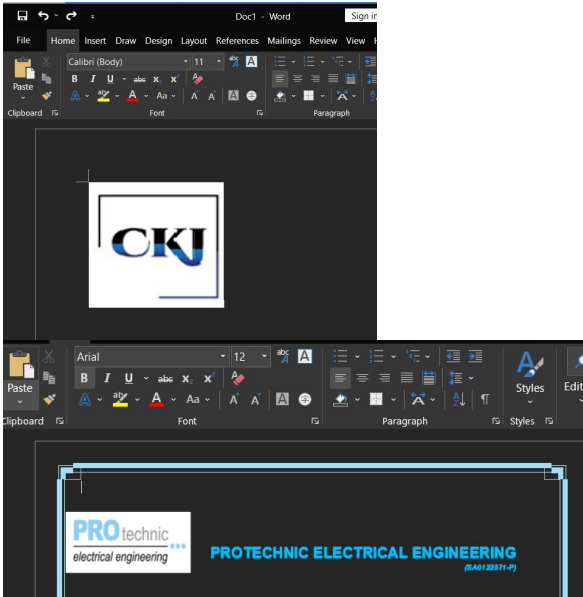


Client's portfolio
6.

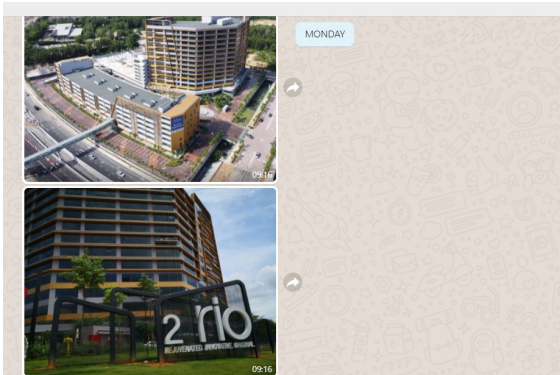
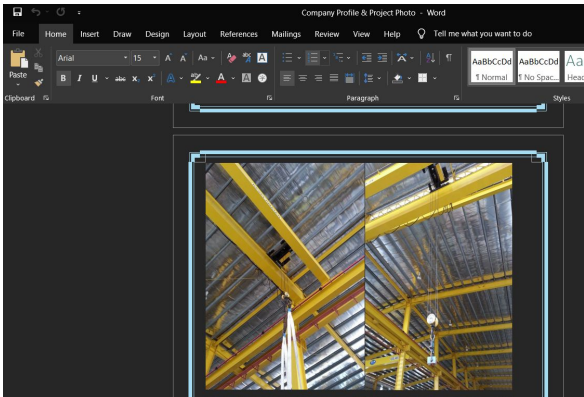
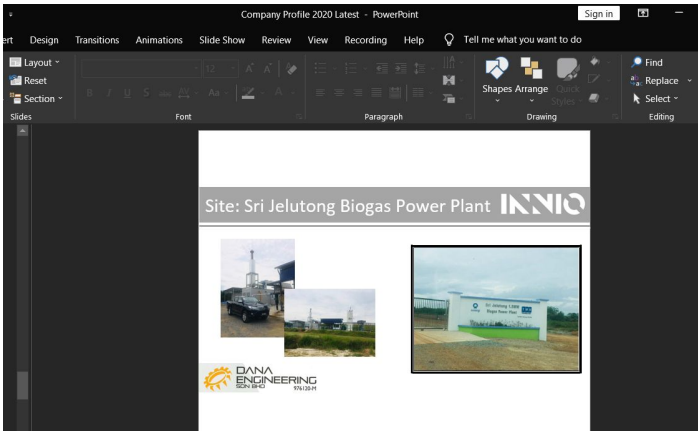
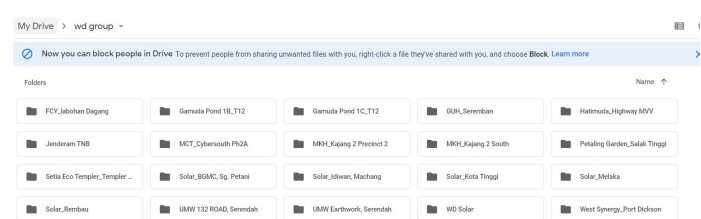
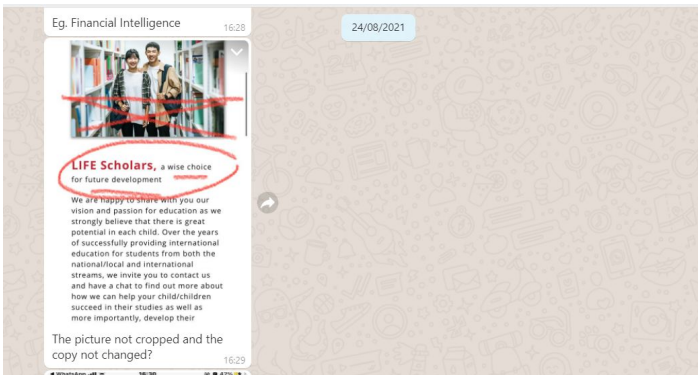
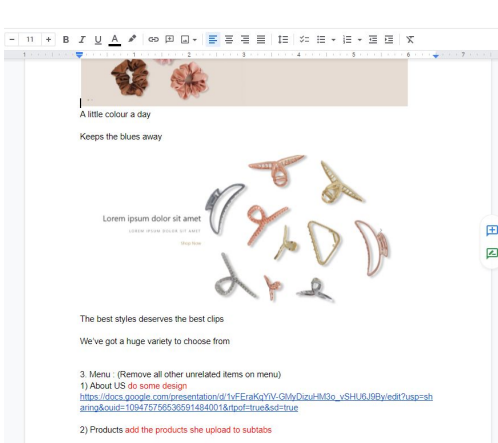
Company logo
7.

Company details (registered name, registered number, address, contact and email)

To do & Do not do

when providing us material..

If	Do not do	To do
Picture in Ai <div></div>	<div></div> <div>Action of 5-ALA in Mitochondria, the "Energy Factory" of Cells</div> <div>E.g. Picture, icon are still in ai file that required us to extract from there</div>	<div></div> <div>E.g. Provide picture or icon that already been extracted in png format</div>
Write up in Ai <div></div>	<div></div> <div>Write up should not be in outlined format</div>	<div></div> <div>It should be copyable in word format.</div>
Logo	<div></div> <div>Do not provide it in powerpoint, words, or in low resolution format</div>	<div></div> <div>Please provide high resolution in ai outlined or png format</div>

If	Do not do	To do
<p>If you have a lot of pictures (more than 10 pictures)</p>	<div></div> <div></div> <div></div> <p>Please do not sending all in whatsapp, powerpoint, words format</p>	<div></div> <p>Upload images and group the images properly in respective group in google drive.</p>
<p>When giving multiple feedbacks for amendment</p>	<div></div> <p>Try not sending multiple feedback from whatsapp.</p>	<div></div> <p>Put them in proper word format and gather all the feedback to send one off.</p>