



Quick Start Guide

Your Website

Please take a look at the template website example below:

<https://www.va-websites.co.uk/example>

IMPORTANT: Your website will be laid out IDENTICALLY to the template shown, so make sure you like it! If you don't like it, PLEASE do not use our service.

What We Need From You

1) Images

Please choose the main banner image for the home page of your website:

Select from our own range

<https://www.va-websites.co.uk/images>

Let us know the ID number of the one you like.

Want a bigger selection?

<https://www.depositphotos.com>

Visit Deposit Photos. In the search box type a phrase - eg "Woman at desk" and then let us know the ID number of your chosen image.

Use your own images

If you have your own professionally taken images, we can use those.

2) Branding / Logo

If you have a logo or any type of branding send that to us. If you do not have a logo we can make a basic one for you. Alternatively we recommend you visit <https://www.canva.com> where you can make yourself a free logo. We will match the colour scheme of your website identically to the colours of your logo.

3) Page Content

HOME PAGE

We've pretty much written this page for you. If you want anything re-written, for example the intro paragraph, send us what you've got and we'll change it, otherwise things can stay the same.

Intro Paragraph



ABOUT PAGE

Please provide us with 2 or 3 short paragraphs. Talk a little about you, list any relevant qualifications and work experience you might have and mention any associations you belong to. Let your potential customers know who you are and why you are the right person for the job! If you also want to include an image of yourself on this page, please send it to us.

SERVICES PAGE

List all your services. You can provide a simple list of bullet points or go into as much detail as you want.

RATES PAGE

Provide details of your prices and any set priced retainer packages you offer.

TESTIMONIALS PAGE

Send us any testimonials you might have received. Please note these must be typed out. Scans of hand written letters and screen shots of articles can't be used. If you have no reviews, we will write you one!

CONTACT PAGE

Provide a telephone number and let us know what email address you would like eg. yourname@yourwebsite.co.uk. (Included in the price of your package are professional email addresses, just let us know what email addresses you would like, we'll create them for you and give you details how to access them).

Can't think what to write?

If you can't think what to write, check out the websites on our portfolio page for some inspiration:

<https://www.va-websites.co.uk/portfolio.html>



4) *Social Media Links*

Please provide us with links to any social media pages you might have set up such as Facebook, Twitter, Instagram and LinkedIn.

5) *Domain*

Included in our £99/year package is a FREE .co.uk domain. Please let us know what domain you would like. If you already have a domain we can use that. If you want us to register a domain for you, then please also provide us with a **mobile number** and a **postal address**.

6) *Payment*

Once you have provided us with all of the information requested in this guide, we will then ask for the first year's payment of £99 (plus the set up charge). One week before your package is due to expire a reminder will be sent out asking if you wish to renew. Hopefully you will say yes!

7) *Cancellation*

There is no direct debit set up and we do not store your credit card details, therefore there is nothing to actually cancel. If you decide you no longer wish to use our service, simply ignore the reminder for payment when renewal is due and everything will expire.

Our Contact Details

Send all info requested in this guide in ONE email to info@va-websites.co.uk

Please also join our FREE VA Support Community on Facebook. Members include all our customers and many of the UK's top VA coaches and mentors.

<https://www.facebook.com/groups/darrensfreevacomunity>

Updating Your Website

Please note, it's not technically possible for us to provide you with the back-end access needed for you to be able to edit your website yourself. Therefore, if ever you should require a picture to be changed or some text to be added, just simply ask and it will be done for you free of charge. (More extensive requests - such as for example asking for everything on your website to be changed - will incur a small fee).

DIY Web Builder

If you would prefer to have total control, we do offer a DIY Web Builder whereby you login to a control panel and can build your website yourself from scratch. The web builder is easy to use and no technical knowledge is required. The price is slightly cheaper than the fully managed package and includes a domain, email address and blog. For more details visit our website:

<https://www.va-websites.co.uk/web-builder.html>



*Thanks so much for choosing to use our service,
we look forward to getting started!*

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