



## WELCOME PACK

**Company Name:**

**Contact Name:**

**Company ID:**

**Account Manager:** Damien Mulholland

**Direct line Phone No.** 077 8450 7820

**E-mail:** [Damien@cybertime-solutions.co.uk](mailto:Damien@cybertime-solutions.co.uk)

Hello and welcome aboard with Cyber Time Solutions. Now that we have agreed to design and build your website, we need some information from you to get started.

Here is a checklist of what we need from you:

1. Company logo (If you have one, don't worry about this if we're designing it)
2. Company Colours
3. Information about your business e.g.
  - a. How long you have been established,
  - b. Services you offer,
  - c. Contact information,
  - d. Why people should choose you rather than your competitors,
  - e. Experience and qualifications you have gained,
  - f. Associations you are members of or governed by,
  - g. And any other information you want potential customers to see
4. What you want your website address to be e.g. [www.yourcompanyname.co.uk](http://www.yourcompanyname.co.uk)
5. What you want your 5 e-mail addresses to be:  
E.g. [Info@yourcompanyname.co.uk](mailto:Info@yourcompanyname.co.uk)  
[yourname@yourcompanyname.co.uk](mailto:yourname@yourcompanyname.co.uk)

This should be enough to get us started and have the preview of the site ready over the next few days. Simply e-mail this information back to your account Manager or send to [production@cybertime-solutions.co.uk](mailto:production@cybertime-solutions.co.uk)

Your account Manager will be in contact with you over the next few days to run you through the preview of the site and make a note of any changes you want to make.

Thanks once again for choosing Cyber Time Solutions and enjoy the rest of your day.

Warmest Regards

The Cyber Time Solutions Team