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Send us an email with your preferred Domain name, Your Company Bio, Company Logo, relevant pictures and any advertising copy you may have to: info@pier-point.net with **Website in a Box** in the subject line. (you may have to send multiple emails)

Please allow **one week** for processing. You will be notified as the template is created and will have an opportunity to be involved in its final appearance. You will receive instructions on downloading the Editor and help in setting it up at that time.

Get together the following and email it to info@pier-point.net with **Website in a Box** in the subject line.

A/ Fill out the **Order Form** with all pertinent information.

B/ Give us the **Domain name** you would like registered. (or your existing Domain name if you already have one)

C/ Your **Company Logo**..

D/ A **1 paragraph Biography** of your Company. This should include: Who you are, What it is you do, What you sell, Where you are located, How far you will travel to provide service, How long you have been in Business, Why you are a good choice for this product or service. Pictures of the owner or store can be incorporated in this Bio. Don't overdo it. Be concise and thorough. (Customers like to know who their dealing with)

E/ **A few Pictures** of what it is that you sell. Before and After pictures. Product in use pictures. Service related images. Advertisements that you or the Manufacturer may have used. 'Industry standard' images that help explain the product.

F/ **Color theme** that you would like this website created in. (If you have a favorite site, send us the URL).

We will do our best creating your site based on the information you submit to us. In some cases we may augment this information with industry relevant data that we feel will enhance the site. You are therefore encouraged to think of this website as a **Custom Made Template**. You will receive the **Same** editor that it was created in so that you will be able modify this site yourself, and make changes to it as your experience level improves.

You are encouraged to use this site and point others to it right away. Small changes to text and pictures will be possible immediately. Adding pages, Theme modifications and larger Layout changes will be available as you become comfortable with the editor.

Thank You,
Your Pier-point team..
