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## REQUIRED MATERIALS

IIZT b.v./ IIZT SP Z O.O. | Version 1.0, 2009

Having its registered office and business address at:

- Prinseneiland 303, 1013LP Amsterdam, The Netherlands
- Bracka 15/6 31-005, Krakow, Poland

All projects require a detailed briefing and comprehensive design files. The client can supply these, or IIZT can be commissioned to create them. Based on the definitive briefing and design, IIZT will produce a work order indicating the budget and roadmap for production.

### BRIEFING

A project briefing will clearly spell out the goals of the project, including the deliverables expected of IIZT. A briefing should include:

- the client's objective for ordering the project
- the target group
- the complete functional description of the project (e.g. for websites, the features and functionalities of each page should be described)
- if a CMS is required, all items requiring updating via the CMS tool should be indicated
- a site map
- the resolution(s) required; browser compatibility
- for contact forms: should the data be stored in a db or sent by email?
- if automatic emails should be sent, indicate all fields (TO, FROM, SUBJECT display and complete message body)
- are stats required? If so, external (e.g. server) or internal (e.g. clickpath), or other specifications?
- detailed descriptions of the dynamic parts of the site (e.g. polls, forum, games, etc)
- if a specific technology is requested (e.g. Flash) the version should be indicated
- standard elements, such as disclaimer, privacy policy, etc., should be indicated and provided.

### DESIGN

The design files should be submitted with the briefing. In particular circumstances, the definitive designs can be provided after the work order has been issued; in these cases, the design delivery times will be indicated in the roadmap.

Design files must be in Photoshop (.psd) format, fully layered. This is the only format that allows us to clearly identify the graphical behaviour of a webpage (including rollover, interaction, etc). Any special fonts used must be provided in .ttf format.

### CONTENT

Ideally, all content (text, images, media, etc.) should be provided together with the briefing and design files at the start of a project. Otherwise, the delivery date of the content should be indicated in the roadmap.